

NAVY FACILITY ASSETS

DATA BASE

MANAGEMENT SYSTEM

PROCEDURES MANUAL

NAVFAC P-78
30 SEPTEMBER 1999

FOREWORD

This publication outlines the responsibilities and procedures for the Navy Facility Assets Database Management System (NFADB MS). This responsibility requires the establishment of a database on owned and leased real property to meet the facilities inventory, planning and management information requirements of the Department of the Navy.

The validity of the NFADB is dependent on timely and accurate reporting of real property information by Navy and Marine Corps shore activities. Valid reporting supports the NFADB as one of the non-financial feeder systems for the development of Clean Financial Statement, a valid Military Construction Program, identification of resource requirements for facilities management, interface with other Navy Programs, and an inventory of real property under the control of the Department of the Navy.

This publication cancels and supersedes NAVFAC P-78, September 1998 and is certified as an official publication of the Naval Facilities Engineering Command. Comments and recommendations related to required changes and system improvements are welcome and should be addressed to this Command.

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CHAPTER 1. INTRODUCTION

1.1 LEGAL REQUIREMENTS AND AUTHORITY.

Title 10, U.S. Code 2721 requires the Department of Defense (DOD) to establish and maintain an official record of financial and physical data on DOD real property. This statutory requirement is implemented and further defined by the following instructions: (latest revision)

DODINST 4165.14	Inventory of Military Real Property
DODINST 4165.3	DOD Facilities Classes and Construction Categories
SECNAVINST 11011.40	Inventory of Military Real Property

Additionally, Federal Property Management Regulations (FPMR), Part 101-3, requires all Federal agencies to provide annual real property inventory reports to the General Services Administration.

The SECNAVINST 11011.40 assigns responsibilities for policy, administration, and maintenance of the Department of Navy inventory of real property as follows:

- a. **Chief of Naval Operations.** Establishes Department of Navy policy and procedures for the real property inventory and for administration of the program within the Department of Navy.
- b. **Commandant of the Marine Corps.** Administers the real property inventory within the Marine Corps. The program will be administered in accordance with the procedures established for the Department Of Navy.
- c. **Comptroller of the Navy.** Develops financial procedures/reports and performs various audits of the real property inventory within the Department of Navy.

The Chief of Naval Operations assigned responsibility for the technical direction of the Department of Navy real property inventory to the Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM) in 1970. This includes the responsibility to establish a system and issue the procedures necessary to meet the inventory and reporting requirements of DODINST 4165.14 and FPMR 101-3. NAVFACENGCOM established the NFADB MS that provides information required by the Department of Navy for facilities planning and management. Operating procedures for this system are provided in this manual.

1.2 NAVY FACILITY ASSETS DATA BASE MANAGEMENT SYSTEM (NFADB MS)

a. Participants:

- (1) Claimants, Regional Commanders and Navy/Marine Corps shore activities
- (2) Commandant, Marine Corps (CMC)
- (3) Engineering Field Divisions (EFD) Facilities Planning, Real Estate, Design, Financial Accounting organizations and Resident Officer in Charge of Construction (ROICC).
- (4) Plant Property Accounting Activities (PAAs)
- (5) NAVFAC Information Technology Center (NITC)
- (6) Naval Facilities Engineering Command Headquarters

b. **The Data Base.** The system database is an automated file of data on each existing facility (building, structure, utility, and land) owned or leased by the Department of Navy. Data is provided on facility location, acquisition, construction, size, cost, capacity, utilization, and condition. The database contained approximately 193,000 items of real property as of 30 September 1999. The automated file operates on an IBM computer system located at the Defense Information Systems Agency, Mechanicsburg, PA. Access to the database for update and query is by on-line access terminals located at the CMC, Code LFL, NAVFACENGCOM HQ, EFDs, Expanded Access Sites, and NITC.

c. Products.

- (1) The Detailed Inventory of Naval Shore Facilities, NAVFAC P-164
- (2) Engineering Evaluation Worksheets and Facilities Requirements Plans
- (3) Real Property Maintenance Activities (RPMA) Extracts
- (4) Unaccompanied Personnel Housing Asset Records.
- (5) Facilities Maintenance Responsibility Report (FMRR)

- (6) Department of Navy Energy Conservation Program extracts.
- (7) Statistical Tables of Military Real Property, Navy, NAVFAC P-319
- (8) Real Property Owned and Leased by the United States
- (9) Property Record (PR), Ingrant Record (IR), Outgrant Record (OR), and Disposal Record (DR)
- (10) The Navy Real Property Maintenance Activities (RPMA) Program is described in OPNAVINST 11010.23. Navy shore activities utilize the NFADB to quantify maintenance work units. The OPNAV staff utilizes current plant value data from the NFADB to establish RPMA funding objectives. Specific data elements have been added to the NFADB that provide for an accurate evaluation of each major claimant's facilities maintenance burden.
- (11) Additional reports are produced upon request.

1.3 MAJOR CHANGES AND FUTURE PLANS

Over the past several months we have undergone some dramatic changes in the way we will conduct NFADB business. The biggest change to date is the fact that the reporting activity (owner of the real property) has been eliminated. The former reporting activity is now an activity only; the ownership of real property lies with the Major Claimants. Not all Major Claimants will own real property, only those defined by the Installation Claimant Consolidation message put out by CNO in December 1997.

In turn the Major Claimants gave the management of the real property at the geographical locations to the Regional Commanders. We will have a few stand-alone activities that will report to the Regional Coordinator and not a Regional Commander. These activities will report the real property changes to the NFADB via Expanded Access or through the EFD.

The Regional Commanders are in the process of identifying the various business practices needed to manage the plant property for the Major Claimants. NAVFAC Headquarters and the EFDs are in the early stages of developing a comprehensive NFADB training package for the Regional Commanders.

You are encouraged to use the Naval Shore Installations (NSI) homepage when you need any type of real property information. The **report** information is as of 30 September and the **query** information is updated from the mainframe on a weekly basis. The query package was recently upgraded and features those enhancements that were added at the request of NFADB users. (WWW.NSI.NAVFAC.NAVY.MIL)

1.4. NFADB MANAGEMENT SYSTEM INTERFACE WITH OTHER SYSTEMS

a. Data Systems Used by the NFADB MS.

(1) Master Activity General Information Control (MAGIC)

MAGIC is a database containing general information on Navy and Marine Corps activities (e.g., name, location, command relationship, host/tenant relationship, status, and function). Operating procedures for the MAGIC System are described in NAVFAC publication P-915. NFADB annual reports are sorted and distributed by using data in the MAGIC database. PR(s) and NFADB reports are distributed by using mailing addresses contained in the MAGIC database.

(2) The Category Code Directory (CCD) is an automated file containing Department of Navy facility category codes, descriptions, and units of measure. It is used for identifying, classifying, and quantifying assets. The file contains the investment category and maintenance cost account numbers corresponding to each of the facility category codes. The contents of the CCD are reported in the Department of the Navy Facility Category Codes, NAVFAC P-72.

b. Systems Using the NFADB. There are four major facilities-related systems that are dependent upon data from the NFADB. These systems are described below:

(1) Navy Shore Facilities Planning System (SFPS) provides for:

- (a) The determination and validation of facility requirements for Navy shore activities
- (b) Engineering Evaluations on the condition of existing facilities
- (c) Facility Planning Documents (FPD)
 - (1) Compare facility requirements and assets
 - (2) Analyze facilities by category codes to satisfy deficiencies and dispose of surpluses
 - (3) Develop and validate construction projects for the Military Construction (MCON) and Minor Construction Programs

The SFPS is described in detail in NAVFACINST 11010.44 (latest edition).

(2) **The Marine Corps Facilities Planning and Programming System** (MCFPPS) is similar to the Navy SFPS and is described in detail in MCO P11000.12.

(3) **The Navy Unaccompanied Personnel Housing Survey Program** is described in "Personnel Housing Requirements Report", NITC Report detail in NAVFACINST 11101.91 (latest edition). The program produces Unaccompanied Personnel Housing Asset Records which are used to verify and correct room inventory, capacity, and condition data, and to provide asset data for the "Determination of Unaccompanied Personnel" R9201R19.

1.5 QUALITY OF THE NFADB.

a. **Reasons for Quality.** The Department of Navy requires an accurate and current facilities inventory for the following reasons:

1. Supports the development of Clean Financial Statement
2. Efficiently plans for and manages its shore facilities
3. Determines requirements and funding for new facilities
4. Identifies and properly utilizes (transfer, reassign, dispose, etc) excess facilities
5. Serves a significant role in the development of a funding program for the maintenance of real property
6. Used in preparation of special studies and formal audits

b. **Responsibilities for NFADB Quality.** The following system participants assist in maintaining accurate and current NFADB:

1. Public works facilities officers
2. Facilities planning and real estate organizations
3. Facilities acquisition organizations
4. Financial accounting organizations
5. System managers
6. Resident Officer in Charge of Construction
7. Claimants, Regional Commanders and Navy/Marine Corps shore activities

1.6 REPORTING REQUIREMENTS.

a. **Reporting Activities.** Regional Commander/Commanding Officer Stand Alone Activity and Marine Corps Activity, including GOCO activities, that have custody of Department of the Navy owned or leased real property are responsible for reporting this property to the NFADB.

b. **Property Defined.**

- (1) **Class 1:** Land
- (2) **Class 2:** Buildings, structures and utilities
- (3) **Class 3:** Equipment other than industrial plant equipment
- (4) **Class 4:** Industrial plant equipment

The NFADB provides an inventory of Class 1 (Land) and Class 2 (Buildings, Structures, and Utilities) real property. Classes 3 and 4 are considered to be personal property.

c. **NAVCOMPT Requirements** Detailed reporting instructions are contained in Section I, Part B, Chapter 6, Volume 3 of the NAVCOMPT Manual and are summarized below:

(1) **Land.** An item is defined as one single parcel or a group of parcels of land which either have been acquired by the same method or are ingranted by a single acquisition contract.

(2) **Buildings.** Report all Department of Navy owned/ingranted buildings. Paragraph 036104 lists exceptions other than those listed below.

Do not report buildings constructed for test purposes that will be demolished within a 2-year period.

Do not report relocatable/portable buildings (shelters, construction offices, trailers, sanitary facilities, self-contained offices, and vans) unless acquired with MCON or Minor Construction funds. (See OPNAVINST 11010.33 & MCO P11000.12).

Do not report buildings or building space owned or leased by the General Services Administration (GSA).

(3) **Structures.** Report all Department of Navy owned/ingranted structures paragraph 036104 lists exceptions other than those listed below.

Do not report structures constructed for test purposes that will be demolished within a 2-year period.

Do not report relocatable/portable structures (shelters, construction offices, trailers, sanitary facilities, self-contained offices, and vans) unless acquired with MCON or Minor Construction funds. (See OPNAVINST 11010.33 & MCO P11000.12).

(4) **Utilities.** Report all Department of Navy owned/ingranted utilities paragraph 036104 lists exceptions other than those listed below.

Do not report ingranted telephone systems.

Do not report utilities constructed for test purposes that will be demolished within a 2-year period.

Do not report equipment, commonly referred to as no-break power, continuous power supply, or uninterrupted power supply units, installed to provide uninterrupted service of near-perfect voltage and predetermined cycles.

(c) **Reporting of utilities.** A **separate property** record is to be prepared for each steam and high temperature water system, water supply system, sanitary and or combination sanitary/storm system, natural or manufactured gas system, compressed air system, wire communication system, electrical system, fire alarm system, air conditioning system, and refuse collection system. These systems are precisely defined in paragraph 036104 of the NAVCOMPT Manual, Volume 3, Chapter 6.

Report items of equipment (personal property) that are permanently built in or installed as an **integral** part of a utility system, if removed, would impair the distribution of service.

(d) Capital Improvements to Existing Facilities.

Capital improvement will be reported within three months of BOD Examples of capital improvements are:

- (1) Replacement of individual space heaters with a central heating system, serving only the building or structure in which installed;
- (2) Installation of a fluorescent lighting system to replace a serviceable incandescent lighting system to obtain improved lighting;
- (3) Application of brick veneer to a frame structure with wood siding;
- (4) Initial installation of automatic sprinkler, fire alarm, or central air conditioning system;
- (5) Construction of a parking lot or hard surfacing a gravel or dirt road.

(e) Outgrants. Report all Department of Navy Outgrants* if either of the following two conditions exists.

- (1) The term of the outgrant is more than 1 year.
- (2) Any remuneration received for use of the property regardless of term.

*Outgrants are leases, permits, and licenses to other military departments, government agencies, states, local governments, private enterprise, or individuals for the use of all or portions of individual items of Department of Navy real property.

(f) Reporting of Facilities within a Regional Complex/Stand Alone Activity and Marine Corps Activity. Report all Department of Navy real property under the name and unit identification code (UIC) for which the property was acquired, transferred or reassigned for accomplishment of the mission. Guidance and reporting responsibilities for common support facilities are provided in paragraph 036105.

(g) Reporting for Disestablished Activities. Real property of a disestablished Navy activity is retained under the title of the disestablished activity in the NFADB until the real property is reassigned/transferred.

NOTE: Disestablished activities under Base Realignment and Closure are processed differently, refer to the NAVFAC policy letter on this matter or contact your EFD BRAC Office.

(h) **Special Projects Requirements.** Repair and maintenance costs incurred to maintain the facility in satisfactory operating condition shall be accounted for as current operating costs and not added to the cost to government.

The cost of improvements, including installed carpeting, permanent space partitions, sound proofing or insulating ceilings and walls, and similar improvements with an estimated useful life greater than one year are to be considered as capital improvements.

The basic principle to be observed in accounting for construction costs is to include costs incurred to raise the standard of conditions above that which existed at original occupancy and exclude costs incurred to maintain these standards. Costs associated with the maintenance, repair, or rearrangement, other than conversion, of facilities are not to be reported to the NFADB.

Items such as, furnaces, central heating and air conditioning systems, communication systems, hot water heaters and garbage disposals that were initially reported as part of, and in the cost of, a building or structure are replaced and the replacement does not result in greater capacity or utility, such replacement will be considered an expense and no change will be made to the cost of government on the property record. Examples of such non-capital improvements are:

- (1) Replacing of major components in installed equipment or utilities to increase capacity or utility;
- (2) Overlay of airfield pavement if the overlay increases the capacity of the pavement;
- (3) Replacement substantially in kind of deteriorated floors, roofs, siding, utility lines, poles, and pipes, whether or not the replacement material is more durable;
- (4) Moving one or more partitions within a building;
- (5) Rearranging or relocating equipment or utilities within buildings or structures.

- (6) Installing occasional electrical outlets, supply counters, and time-clock panels;
- (7) Costs incurred in connection with securing a facility in place and elimination of hazards;
- (8) Demolition costs if a replacement facility is not involved.

NOTE: Further guidance on reporting construction costs to the NFADB is provided in Appendix B to this publication.

1.7 REPORT CONTROL SYMBOL. The inventory and reporting requirements contained herein have been assigned Report Control Symbol DD-A&L(A) 760.

CHAPTER 2. RESPONSIBILITIES

This chapter provides the responsibilities of the major contributors to the NFADB.

2.1 Regional Commander/Commanding Officer Stand Alone Activity

- a. Provide a current point of contact for all NFADB matters to the EFD Real Property Inventory person.
- b. Maintain a current file of PR(s), OR(s), and DR(s).
- c. Monitor construction progress.
- d. Monitor capital improvement and disposal actions.
- e. Maintain building use and users within NFADB.
- f. Review reports from the NFADB e.g., NAVFAC P-164, and take immediate corrective actions whenever errors appear.
- g. Participate in NFADB quality improvements initiated by the EFDs.
- h. Provide assistance to the EFD as required during the performance of Engineering Evaluations.

2.2 MARINE CORPS REPORTING ACTIVITY.

- a. Provide a current point of contact for all NFADB matters to the CMC, Code LFL.
- b. Maintain a current file of PR(s), OR(s), and DR(s).
- c. Monitor construction progress.
- d. Monitor capital improvement and disposal actions.
- e. Maintain building use and users within NFADB.
- f. Review reports from the NFADB e.g., NAVFAC P-164, and take immediate corrective actions whenever errors appear.
- g. Participate in NFADB quality improvements initiated by NAVFACENGCOMHQ and the EFDs.
- h. Provide assistance to the EFD as required during the performance of Engineering Evaluations.
- i. Review reports produced from the NFADB, e.g., NAVFAC P-164, and take immediate corrective actions whenever errors appear.
- j. Participate in NFADB MS quality improvements initiated by NAVFACENGCOMHQ and directed by CMC.
- k. Review PRs during "Continuous Inspections" (Engineering Evaluation, Annual Inspections, etc.,) by visually inspecting each facility and comparing it with the data recorded on the PR. Corrections are to be made as necessary. See NAVFAC MO 322.

2.3 ENGINEERING FIELD DIVISION (EFD).

- a. Administers the NFADB program within the EFD area.
- b. Authority for NFADB technical matters within the EFD area.
- c. Provides direction, oversight and training to the Regional Commander/Commanding Officer Stand Alone Activity and Marine Corps Activities for NFADB.
- d. Provide advice/guidance to Regional Commander/Commanding Officer Stand Alone Activity
- e. Maintain a point of contact for NFADB.
- f. Monitor MCON project progress within the EFD area and coordinate acquisition Property Record (APR) preparation.
- g. Provide the Regional Commander/Commanding Officer Stand Alone Activity and Marine Corps Activity with a Real Property Item Estimate at 100% design stage and Fund IDs at MCON BOD.
- h. Monitor facility transfers and reassignments for Regional Commander/Commanding Officer Stand Alone Activity.
- i. Initiate proper reporting of Class 1, ingrant and outgrant data.
- j. Responsible for reviewing and updating MAGIC data elements.
- k. Review and update MAGIC Activity Record Printouts (ARP) when received.
- l. Review and approve all "special area" assignments, deletions, and changes to ensure compatibility with NFADB and SFPS.
- m. Ensure EEs are performed in accordance with NAVFACINST 11010.44 (latest edition).
- n. Update PR(s) in the NFADB when forwarded by Regional Commander/Commanding Officer Stand Alone Activity.
- o. Initiate and coordinate a continuing NFADB MS quality improvement effort.
- p. Review NFADB reports for accuracy and initiates corrective actions as necessary for format improvements and changes. This may include requesting reprogrammed exception reports from NITC and coordinating action to eliminate errors.

2.4 NAVAL FACILITIES ENGINEERING COMMAND HEADQUARTERS (NAVFACENGCOMHQ).

- a. Establish data elements necessary to satisfy information requirements of OSD, OPNAV, GSA, CMC and Other System users. Provide the necessary guidance to the EFDs. This is accomplished by updating this manual as needed.
- b. Publish required annual reports.
- c. Provide special NFADB reports as required.
- d. Initiate NFADB system changes.
- e. Minimize automated data entry procedures and maximize accuracy of the data.

2.5 NAVFAC INFORMATION TECHNOLOGY CENTER (NITC).

- a. Provide as directed by NAVFACENGCOMHQ, the computer programming and processing required to maintain the NFADB and produce specified NFADB reports. Reports include the monthly NFADB transaction ledgers, PRs, ORs, DRs, annual publications, NAVFAC P-164, P319, and quarterly reports to include Ingrant/Outgrant Report, Balance Forward Control Listing and the P72 report.
- b. Assist NAVFACENGCOMHQ in determining the cause of errors appearing on computer-generated reports. Correct those errors that are the result of software, hardware problems or human error.
- c. Review proposals forwarded by NAVFACENGCOMHQ for changes to or reports generated from the NFADB. Provide advice regarding programming effort and costs required for accomplishing these changes.
- d. Establish and maintain procedures for requesting and receiving NFADB reports via Remote Job Entry (RJE) terminals. Assist NAVFACENGCOMHQ, CMC and EFDs in the use of terminals and software to achieve desired system output.
- e. Coordinate and support the Naval Shore Installation (NSI web site), maintained at NITC. This web application provides NFADB, MAGIC, P72 and SFP information via web reporting and query tools.

2.6 COMMANDANT OF THE MARINE CORPS (CMC)

- a. Administers the real property management program within the Marine Corps.
- b. Maintain a point of contact for NFADB.
- c. Provides direction, oversight, and training to Marine Corps activities for participation in the NFADB, which is a part of Facilities Inventory and Planning System (FIPS).
- d. Evaluates Marine Corps requirements for reports and program enhancements to FIPS in order to develop an efficient system to support real property utilization, facilities planning, and report composites. Coordinates requirements with NITC and NAVFACENGCOMHQ as appropriate.
- e. Reviews reports extracted from the NFADB for accuracy and initiates corrective action as necessary.
- f. Reviews and approves within the Marine Corps all "special area" assignments, deletions, and changes to ensure compatibility with NFADB records. Ensures that "special area" designations are added, deleted, or changed in conjunction with the appropriate changes to the affected property records and Facility Planning Documents (FPDs). Processes "special area" transactions to the MAGIC DataBase and NFADB.

CHAPTER 3. PROCEDURES

This chapter provides detailed procedures for the reporting of specific types of real property transactions to the NFADB. The chapter also provides guidance and procedures for actions that are common to the reporting of all types of real property transactions.

3.1 NEW CONSTRUCTION

3.1.1 New Construction--Other Than MCON.

a. **Navy procedures:**

- (1) **Regional Commander /Commanding Officer Stand Alone Activity.** Create new PR(s) in NFADB, via Expanded Access, (not to be processed without a cost reference document number). If Expanded Access is not available, initiate and forward Acquisition Property Record(s) (APR(s)) to include cost data and cost reference document number(s) to EFD Real Property Inventory person within 30 days of BOD.
- (2) **NITC.** Print and distribute new PRs and transaction ledgers monthly to Regional Commander/Commanding Officers Stand Alone Activity and PAAs. EFDs receive transaction ledgers only.
- (3) **Regional Commander /Commanding Officer Stand Alone Activity.** If additional costs become known after the PR is created, update the PR indicating cost change and cost reference document number using the methods described in 3.1.1a(1)

b. **Marine Corps procedures:** Activities will update their portion of the NFADB.

- (1) **Activity.** Create new PR(s) in the NFADB to include cost data and cost reference document number(s), within 30 days of BOD.
- (2) **NITC.** Print and distribute new PR(s) and transaction ledgers monthly to the activity and PAA.

3.1.2 New Construction--MCON. The following procedures will be followed for MCON funded projects only at BOD.

a. Navy procedures:

(1) **EFD Design Division.** Provide the Regional Commander /Commanding Officer Stand Alone Activity with a Real Property Item Estimate at 100% design stage. (The Real Property Item Estimate provides an estimated cost for each real property item to be built or extended under a MCON Project. It is used to prorate total project costs to the applicable PR(s) at BOD and financial completion).

(2) **EFD Finance/Accounting Division** Provide the Regional Commander/Commanding Officer Stand Alone Activity with Fund IDs as cost reference document numbers.

(3) **Regional Commander /Commanding Officer Stand Alone Activity.** Prorate total project costs to applicable PR(s) using the real property item estimate and create new PR(s) in NFADB (not to be processed without a cost reference document number) via Expanded Access. Use fund ID's as cost reference document numbers. Provide EFD Finance/Accounting with listing of prorated costs by PR number for each fund ID. For existing facilities that are extended as part of a MCON project, e.g., utilities or roads, update applicable PRs. If Expanded Access is not available, initiate and forward APR(s) and marked up PRs to include cost data and cost reference document number(s) to EFD Real Property Inventory person within 30 days of BOD.

(4) **EFD Finance/Accounting.** Generate a NCF 621 for each Fund ID associated with the MCON project. Forward copy of each NCF 621 along with listing of prorated costs by PR number to appropriate PAA.

(5) **NITC.** Print and distribute new PRs and transaction ledgers monthly to Regional Commander /Commanding Officer Stand Alone Activity and PAAs. EFDs receive transaction ledgers only.

(6) **EFD Finance/Accounting.** Upon financial completion (by Fund ID), provide to Regional Commander /Commanding Officer Stand Alone Activity project costs not previously transferred to user. Forward copy of each NCF 621 along with listing of prorated costs by PR number to appropriate PAA.

(7) **Regional Commander /Commanding Officer Stand Alone Activity.**

Prorate additional project costs to applicable PRs using the Real Property Item Estimate and update the NFADB. Use Fund IDs as cost reference document numbers. Provide Finance/Accounting with listings of prorated additional Costs by PR number for each Fund ID

(8) **NITC.** Print and distribute new PRs and transaction ledgers monthly to Regional Commander /Commanding Officer Stand Alone Activity and PAAs. EFDs receive transaction ledgers only.

b. Marine Corps procedures:

(1) **EFD Design Division.** Provide the Activity with a Real Property Item Estimate at 100% design stage. (The Real Property Item Estimate provides an estimated cost for each real property item to be built or extended under a MCON Project. It is used to prorate total project costs to the applicable PR(s) at BOD and financial completion).

(2) **EFD Finance/Accounting Division.** Provide the Activity with Fund IDs as cost reference document numbers.

(3) **Activity.** Create new PR(s) in NFADB , (not to be processed without a cost reference document number). For existing facilities that are extended as part of a MCON project, e.g., utilities or roads, update applicable PRs.

(4) **NITC.** Print and distribute new PRs and transaction ledgers monthly to the activity and PAA.

(5) **EFD Finance/Accounting.** At financial completion (by Fund ID), provide Activity with project costs not previously transferred to user.

(6) **Activity.** Using prints of the PR(s) (from on-line printer) effected by the project and the Real Property Item Estimate, prorate additional project costs to PR(s). Annotate Fund IDs as cost reference document numbers. Provide Finance/Accounting with listings of prorated additional costs by PR number for each Fund ID.

(7) **EFD Finance/Accounting.** Generate a NCF 621 for each Fund ID having costs not previously transferred to user. Forward copy of each NCF 621 along with listing of prorated costs by PR number to PAA.

- (8) **Activity.** Update PRs in the NFADB.
- (9) **NITC.** Print and distribute PRs and transaction ledgers monthly to activity and PAA.

3.2 CAPITAL IMPROVEMENTS

3.2.1 Capital Improvements Other Than MCON. The following procedures are applicable for capital improvement and combination capital improvement/repair projects.

NOTE: Repair portions of projects are not reported to the NFADB (see paragraph 3.18 for guidance).

a. Navy procedures:

- (1) **Regional Commander /Commanding Officer Stand Alone Activity.** Update existing PR(s) in NFADB, to include all data changes, cost data, and cost reference document number via Expanded Access. If Expanded Access is not available, mark up existing PRs and forward PR(s) to include cost data and cost reference document number(s) to EFD Real Property Inventory person within 30 days.
- (2) **EFD Real Property Inventory Person.** Update the PR in the NFADB (not to be processed without a cost reference document number) when received from Regional Commander /Commanding Officer Stand Alone Activity.
- (3) **NITC.** Distribute new PR(s) and transaction ledger(s) monthly to Regional Commander /Commanding Officer Stand Alone Activity and PAA(s). EFDs receive transaction ledgers only.
- (4) **Regional Commander /Commanding Officer Stand Alone Activity.** In the event final project costs are different than costs reported at BOD, update the appropriate PR(s) with a cost reference document number in the NFADB.

b. Marine Corps procedures:

- (1) **Activity.** Update existing PR(s) to include, all data changes, cost data, and cost reference document number(s) within 30 days of BOD.
- (2) **NITC.** Distribute new PRs and transaction ledgers monthly to activity and PAA.

- (3) **Activity.** If final project costs are different than costs reported at BOD, update appropriate PR(s) with a cost reference document number into the NFADB.

3.2.2 Capital Improvements--MCON. The following procedures will be followed for MCON funded capital improvement projects and combination improvement/repair projects at BOD.

a. **Navy procedures:**

(1) **EFD Design Division.** Provide the Regional Commander /Commanding Officer Stand Alone Activity with a Real Property Item Estimate at 100% design stage. (The Real Property Item Estimate provides an estimated cost for each real property item to be built or extended under a MCON Project. It is used to prorate total project costs to the applicable PR(s) at BOD and financial completion).

(2) **EFD Finance/Accounting Division.** Provide the Regional Commander/Commanding Officer Stand Alone Activity with Fund IDs as cost reference document numbers.

(3) **Regional Commander /Commanding Officer Stand Alone Activity.** Prorate total project costs to applicable PR(s) using the real property item estimate and update applicable PR(s) in NFADB (not to be processed without a cost reference document number) via Expanded Access. Use fund ID's as cost reference document numbers. Provide EFD Finance/Accounting with listing of prorated costs by PR number for each fund ID. For existing facilities that are extended as part of a MCON project, e.g., utilities or roads, update applicable PRs. If Expanded Access is not available, initiate and forward APR(s) and marked up PRs to include cost data and cost reference document number(s) to EFD Real Property Inventory person within 30 days of BOD.

(4) **EFD Finance/Accounting.** Generate a NCF 621 for each Fund ID associated with the MCON project. Forward copy of each NCF 621 along with listing of prorated costs by PR number to appropriate PAA.

(5) **NITC.** Print and distribute new PRs and transaction ledgers monthly to Regional Commander /Commanding Officer Stand Alone Activity and PAAs. EFDs receive transaction ledgers only.

(6) **EFD Finance/Accounting.** At financial completion (by Fund ID), provide to Regional Commander /Commanding Officer Stand Alone Activity project costs not previously transferred to user. Forward copy of each NCF 621 along with listing of prorated costs by PR number to appropriate PAA.

(7) **Regional Commander /Commanding Officer Stand Alone Activity.** Prorate additional project costs to applicable PRs using the Real Property Item Estimate and update the NFADB. Use Fund IDs as cost reference document numbers. Provide Finance/Accounting with listings of prorated additional Costs by PR number for each Fund ID

(8) **NITC.** Print and distribute new PRs and transaction ledgers monthly to Regional Commander /Commanding Officer Stand Alone Activity and PAAs. EFDs receive transaction ledgers only.

b. Marine Corps procedures:

(1) **EFD Design Division.** Provide the Activity with a Real Property Item Estimate at 100% design stage. (The Real Property Item Estimate provides an estimated cost for each real property item to be built or extended under a MCON Project. It is used to prorate total project costs to the applicable PR(s) at BOD and financial completion).

(2) **EFD Finance/Accounting Division.** Provide the Activity with Fund IDs as cost reference document numbers.

(3) **Activity.** Update PR(s) in NFADB , (not to be processed without a cost reference document number). For existing facilities that are extended as part of a MCON project, e.g., utilities or roads, update applicable PRs.

(4) **NITC.** Print and distribute new PRs and transaction ledgers monthly to the activity and PAA.

(5) **EFD Finance/Accounting.** At financial completion (by Fund ID), provide Activity with project costs not previously transferred to user.

(6) **Activity.** Using prints of the PR(s) (from on-line printer) effected by the project and the Real Property Item Estimate, prorate additional project costs to PR(s). Annotate Fund IDs as cost reference document numbers. Provide Finance/Accounting with listings of prorated additional costs by PR number for each Fund ID.

(7) **EFD Finance/Accounting.** Generate a NCF 621 for each Fund ID having costs not previously transferred to user. Forward copy of each NCF 621 along with listing of prorated costs by PR number to PAA.

(8) **Activity.** Update PRs in the NFADB.

(9) **NITC.** Print and distribute PRs and transaction ledgers monthly to activity and PAA.

3.3 DEMOLITIONS. A Report of Excess (SF 118) is to be completed by the Regional Commander/Commanding Officer Stand Alone Activity prior to any disposal action. Please refer to paragraph 3.14 for appropriate procedures.

a. **Navy procedures:**

(1) **Regional Commander/Commanding Officer Stand Alone Activity.** Upon completion of demolition, dispose of the existing PR for each facility to include the disposal date, disposal method, and contract number, via Expanded Access. If Expanded Access is not available, mark-up the PR and forward to the EFD. NOTE: The cost of demolition is never considered a capital expenditure toward the facility demolished. The cost of demolition will be considered as part of the cost of a new facility when the demolition is accomplished as part of a military construction project. All disposal records (DRs) are maintained in the NFADB until the close of the current fiscal year.

(2) **EFD Real Property Inventory Person.** Dispose of the existing PR in the NFADB for each facility when marked-up PR is submitted by the Regional Commander/Commanding Officer Stand Alone Activity.

(3) **NITC.** Print and distribute DR(s) and transaction ledgers monthly to Regional Commander/Commanding Officer Stand Alone Activity and PAA's. EFDs receive transaction ledgers only.

b. **Marine Corps procedures:**

(1) **Activity.** Upon completion of demolition, dispose of the existing PR for each facility . Include the disposal date, disposal method, and contract number. NOTE: The cost of demolition is never considered a capital expenditure toward the facility demolished. The cost of demolition will be considered as part of the cost of a new facility when the demolition is accomplished as part of a military construction project. All DR(s) are maintained in the NFADB until the close of the current fiscal year.

(2) **NITC.** Print and distribute PRs and transaction ledgers monthly to activity and PAA.

3.4 INGRANTS

3.4.1 Ingrants, New. An ingrant is a contract or agreement (such as lease, license, or permit) conveying real property use to the Navy, usually for a specified consideration (rent or other remuneration). Only ingrants with terms of one year or more should be entered into the NFADB.

a. **Navy procedures:**

(1) **EFD Real Estate Division.** Upon execution of a Class 1 ingrant, contact Regional Commander/Commanding Officer Stand Alone Activity for a PR number and add PR(s)to NFADB. For Class 2 ingrant, provide the Regional Commander/Commanding Officer Stand Alone Activity with all information necessary to create a PR in the NFADB, including ingrant, appraisal estimate and date.

(2) **Regional Commander /Commanding Officer Stand Alone Activity.** Upon receipt of the information from the EFD Real Estate Division, create new PR(s), in NFADB, via Expanded Access. If Expanded Access is not available, forward the completed APR(s) to the EFD Real Property Inventory person within 30 days of receipt.

(3) **EFD Real Property Inventory Person.** Create PR(s) in the NFADB.

(4) **NITC.** Print and distribute new PR(s) and transaction ledgers monthly to Regional Commander /Commanding Officer Stand Alone Activity and PAAs. EFDs receive transaction ledgers only.

b. **Marine Corps procedures:**

- (1) **EFD Real Estate Division.** Upon execution of an ingrant, provide the Activity with all information necessary to create a PR in the NFADB, including ingrant, appraisal estimate and date.
- (2) **Activity.** Upon receipt of the documentation from the EFD Real Estate Division, complete remaining data elements, including PR number, and create new PRs in NFADB.
- (3) **NITC.** Print and distribute new PRs and transaction ledgers monthly to the activity and PAAs.

3.4.2 Ingrants, Renewals

a **Navy procedures:**

- (1) **EFD Real Estate Division.**
 - (a) Upon renewal of a class 1 ingrant, update the PR(s) in the NFADB.
 - (b) For class 2 ingrant, provide the **Regional Commander/Commanding Officer Stand Alone Activity** with all information necessary to update PR(s) in the NFADB..
- (2) **Regional Commander /Commanding Officer Stand Alone Activity.** Upon receipt of the marked-up PR(s) from the EFD Real Estate Division, update PR(s) in NFADB via Expanded Access. If Expanded Access is not available, forward the marked-up PR(s) to the EFD Real Property Inventory person within 30 days of receipt.
- (3) **EFD Real Property Inventory Person.** Update PR(s) in the NFADB.
- (4) **NITC.** Print and distribute new PR(s) and transaction ledgers monthly to **Regional Commander /Commanding Officer Stand Alone Activity** and PAAs. EFDs receive transaction ledgers only

b. **Marine Corps procedures:**

(1) **EFD Real Estate Division.**

- (a) Upon renewal of a class 1 ingrant, update the PR(s) in the NFADB.
- (b) For class 2 ingrant, provide the Activity with all information necessary to update PR(s) in the NFADB.

(2) **Activity.** Update the PR(s) in NFADB.

(3) **NITC.** Print and distribute new PR(s) and transaction ledgers monthly to the Activity and PAAs.

3.4.3 Ingrant Terminations

a. **Navy procedures:**

(1) **EFD Real Estate Division.** Upon termination of a Class 1 ingrant, dispose of PR in the NFADB. For Class 2 ingrant, provide the **Regional Commander/Commanding Officer Stand Alone Activity** with all information necessary to dispose of PR(s) in the NFADB.

(2) **Regional Commander /Commanding Officer Stand Alone Activity.** Dispose of the PR(s) in NFADB, via Expanded Access. If Expanded Access is not available, forward the marked-up PR(s) to the EFD Real Property Inventory person within 30 days of receipt.

(3) **EFD Real Property Inventory Person** Dispose of PR(s) in the NFADB.

(4) **NITC.** Print and distribute DRs and transaction ledgers monthly to Regional Commander /Commanding Officer Stand Alone Activity and PAAs. EFD receive transaction ledgers only.

b. **Marine Corps procedures:**

- (1) **EFD Real Estate Division.** Upon termination of a Class 1 ingrant, dispose of PR in the NFADB. For Class 2 ingrant, provide the Activity with all information necessary to dispose of PR(s) in the NFADB .
- (2) **Activity.** Dispose of PR(s) in the NFADB.
- (3) **NITC.** Print and distribute DR(s) and transaction ledgers monthly to Activity and PAA.

3.5 OUTGRANTS

3.5.1 Outgrants, New. An outgrant is a contract or agreement conveying the use of Department of Navy real property to either a government agency or private concern, usually for a specified consideration (rent or other remuneration). An easement, lease, license, permit, or use agreement granted by the Department of Navy is an outgrant. Outgrants with terms of more than one year and outgrants which provide for payment of rent or fees regardless of term are to be included in the NFADB.

a. **Navy procedures:**

- (1) **EFD Real Estate Division.** Upon execution of a Class 1 outgrant, add Outgrant Record (OR) to NFADB and adjust utilization data on related PR. Upon execution of a Class 2 outgrant, provide outgrant information to Regional Commander /Commanding Officer Stand Alone Activity .
- (2) **Regional Commander /Commanding Officer Stand Alone Activity.** For Class 2 outgrants, add OR to NFADB and adjust status/utilization data on PR.
- (3) **NITC.** Print and distribute new PR(s), OR(s), and transaction ledgers monthly to Regional Commander /Commanding Officer Stand Alone Activity and PAAs. EFD receive transaction ledgers only.

b. **Marine Corps procedures:**

- (1) **EFD Real Estate Division.** Upon execution of a Class 1 outgrant, add Outgrant Record (OR) to NFADB and adjust utilization data on related PR. Upon execution of a Class 2 outgrant, provide outgrant information to Activity.
- (2) **Activity:** For Class 2 outgrants, add OR to NFADB and adjust status/utilization data on PR.
- (3) **NITC.** Print and distribute new PR(s), OR(s), and transaction ledgers monthly to the Activity and PAAs.

3.5.2 Outgrants, Renewal.

a. **Navy procedures:**

- (1) **EFD Real Estate Division.**
 - (a) Upon renewal of a Class 1 outgrant, update the OR(s) in the NFADB.
 - (b) For class 2 outgrant, provide the **Regional Commander/Commanding Officer Stand Alone Activity** with all information necessary to update ORs in the NFADB.
- (2) **Regional Commander /Commanding Officer Stand Alone Activity.** Update ORs in NFADB via Expanded Access. If Expanded Access is not available, forward the marked-up OR(s) to the EFD Real Property Inventory person within 30 days of receipt.
- (3) **EFD Real Property Inventory Person.** Update OR(s) in the FADB..
- (4) **NITC.** Print and distribute new PRs/ORs and transaction ledgers monthly to **Regional Commander /Commanding Officer Stand Alone Activity** and PAAs. EFDs receive transaction ledgers only.

b. **Marine Corps procedures:**

(1) **EFD Real Estate Division.**

(a) Upon renewal of a Class 1 outgrant, update the OR(s) in the NFADB.

(b) For class 2 outgrant, provide the Activity with all information necessary to update OR(s) in the NFADB.

(2) **Activity.** Update ORs in NFADB

(3) **NITC.** Print and distribute new PRs/ORs and transaction ledgers monthly to the Activity and PAA.

3.5.3 Outgrants, Termination.

a. **Navy procedures:**

(1) **EFD Real Estate Division.** Upon termination of a class 1 outgrant, adjust utilization data on related PR and delete OR from the NFADB. Upon termination of a Class 2 outgrant, provide Regional Commander /Commanding Officer Stand Alone Activity with print of OR annotated to indicate outgrant has been terminated.

(2) **Regional Commander /Commanding Officer Stand Alone Activities.** Delete OR and adjust status/utilization to reflect current uses and users in NFADB via Expanded Access. If Expanded Access is not available, forward the marked up OR to the EFD Real Property Inventory Person within 30 days of receipt.

(3) **EFD Real Property Inventory Person** Delete OR and adjust status/utilization to reflect current uses and users in NFADB.

(4) **NITC.** Print and distribute new PR(s) and transaction ledgers monthly to Regional Commander /Commanding Officer Stand Alone Activity and PAAs. EFD receives transaction ledgers only.

b. **Marine Corps procedures:**

- (1) **EFD Real Estate Division.** Upon termination of a class 1 outgrant, adjust utilization data on related PR and delete OR from the NFADB. Upon termination of a Class 2 outgrant, provide Activity with print of OR annotated to indicate outgrant has been terminated.
- (2) **Activity.** Delete OR and adjust status/utilization to reflect current uses and users in NFADB.
- (3) **NITC.** Print and distribute new PRs and transaction ledgers monthly to the Activity and PAA.

3.6 FACILITIES FOUND BY INSPECTION. Occasionally a facility is found during the inspection process that is not recorded in the NFADB. An effort should be made to identify the method of acquisition and government cost from available sources in this event. The facility should then be recorded in the NFADB.

a. **Navy procedures:**

- (1) If found by the Regional Commander/Commanding Officer Stand Alone Activity: Determine if facility is owned by or ingranted to Navy.
 - (a) If facility is ***owned***, determine how facility was built, i.e., self-help, job order(s), station contract or MCON. Create a PR in the NFADB using the appropriate estate code. If method of acquisition cannot be determined, use estate code 1B (gained by inventory) and date of discovery for the acquisition date. If facility is owned and cost records cannot be found, record an estimated cost on PR.
 - (b) If facility is ***ingranted***, contact EFD Real Estate Division for ingrant development/execution and process new PR to NFADB.
- (2) If found by the EFD during an Engineering Evaluation: Forward information to Regional Commander /Commanding Officer Stand Alone Activities.
- (3) **NITC.** Print and distribute new PR(s) and transaction ledgers monthly to Regional Commander /Commanding Officer Stand Alone Activity and PAAs. EFDs receive transaction ledgers only.

b. Marine Corps procedures:

(1) If found by the Activity:

(a) Determine if facility is owned by or ingranted to Marines.

If facility is ***owned***, determine how facility was built, i.e., self-help, job order(s), station contract or MCON. Create a PR in the NFADB using the appropriate estate code. If method of acquisition cannot be determined, use estate code 1B (gained by inventory) and date of discovery for the acquisition date. If facility is owned and cost records cannot be found, record an estimated cost on PR.

(b) If facility is ***ingranted***, contact EFD Real Estate Division for ingrant development/execution and process new PR to NFADB.

(2) **NITC**. Print and distribute new PRs and transaction ledgers monthly to the Activity and PAA.

3.7 PURCHASES/CONDEMNATIONS OF LAND

3.7.1 Purchases/Condemnations of Land--MCON Funds

a. Navy procedures:

(1) **EFD Real Estate Division**. Upon execution of a deed or filing of a Declaration of Taking, provide the capitalized and expense costs to EFD Finance/Accounting (see NAVCOMPT Manual, Volume 3, Chapter 6).

(2) **EFD Finance/Accounting**. Generate a NCF 621 and cite the PR on the NCF 621. Provide a copy to EFD Real Estate Division.

(3) **EFD Real Estate Division**. Create new PR in NFADB with the NCF 621 number as the cost reference document number.

(4) **NITC**. Print and distribute new PR(s) and transaction ledgers monthly to Regional Commander /Commanding Officer Stand Alone Activity and PAAs. EFDs receive transaction ledgers only.

b. Marine Corps procedures:

- (1) **EFD Real Estate Division.** Upon execution of a deed or filing of a Declaration of Taking, provide the capitalized and expense costs to EFD Finance/Accounting (see NAVCOMPT Manual, Volume 3, Chapter 6).
- (2) **EFD Finance/Accounting.** Generate a NCF 621 and cite the PR on the NCF 621. Provide a copy to EFD Real Estate Division.
- (3) **EFD Real Estate Division.** Create new PR in NFADB with the NCF 621 number as the cost reference document number.
- (4) **NITC.** Print and distribute new PR(s) and transaction ledgers monthly to Activity and PAAs.

3.7.2 Purchase/Condemnation of Land--Other Than MCON Funds.

a. Navy procedures:

- (1) **EFD Real Estate Division.** Upon execution of a deed or filing of a Declaration of Taking, create new PR in NFADB. Enter only those costs to be capitalized(see NAVCOMPT Manual, Volume 3, Chapter 6) and cite document number of funding document received from activity or claimant as the cost reference document number.
- (2) **NITC.** Print and distribute new PR(s) and transaction ledgers monthly to Regional Commander /Commanding Officer Stand Alone Activity and PAAs. EFDs receive transaction ledgers only.

b. Marine Corps procedures:

- (1) **EFD Real Estate Division.** Upon execution of a deed or filing of a Declaration of Taking, create new PR in NFADB. Enter only those costs to be capitalized (see NAVCOMPT Manual, Volume 3, Chapter 6) and cite document number of funding document received from activity or claimant as the cost reference document number.
- (2) **NITC.** Print and distribute new PR(s) and transaction ledgers monthly to the Activity and PAAs.

3.8 DONATIONS

3.8.1 Donations--Land.

a. Navy procedures:

- (1) **EFD Real Estate Division.** Upon execution of a donation agreement, create a new PR with an estimate of fair value entered in "cost to government" field and the date of donation in the acquisition date field in the NFADB.
- (2) **NITC.** Print and distribute new PR(s) and transaction ledgers monthly to Regional Commander /Commanding Officer Stand Alone Activity and PAAs. EFDs receive transaction ledgers only.

b. Marine Corps procedures:

- (1) **EFD Real Estate Division.** Upon execution of a donation agreement, complete and forward an APR to Marine Corps activity. Place an estimate of fair market value in "cost to government" field on APR.
- (2) **Activity.** Create new PR into the NFADB.
- (3) **NITC.** Print and distribute new PR(s) and transaction ledgers monthly to the Activity and PAA.

3.8.2 Donations--Buildings/Structures.

a. Navy procedures:

- (1) **EFD Real Estate Division.** Upon execution of a donation agreement, pass copy of agreement, along with an estimate of fair value of the property and date of donation, to Regional Commander/Commanding Officer Stand Alone Activity.
- (2) **Regional Commander /Commanding Officer Stand Alone Activity.** Create a new PR with an estimate of fair value entered in "cost to government" field and the date of donation in the acquisition date field in the NFADB via Expanded Access. If Expanded Access is not available forward the APR to the EFD Real Property Inventory Person within 30 days of receipt.

- (3) **EFD Real Property Person.** Create new PR in the NFADB.
- (4) **NITC.** Print and distribute new PR(s) and transaction ledgers monthly to Regional Commander /Commanding Officer Stand Alone Activity and PAAs. EFDs receive transaction ledgers only.

b. Marine Corps procedures:

- (1) **EFD Real Estate Division.** Upon execution of a donation agreement, copy of agreement, along with an estimate of fair value of the property pass and date of donation, to Activity.
- (2) **Activity.** Enter new PR into the NFADB.
- (3) **EFD Real Property Person:** Create new PR in the NFADB.
- (4) **NITC.** Print and distribute new PRs and transaction ledgers monthly to the Activity and PAA.

3.9 EXCHANGES OF PROPERTY. These actions normally involve the exchange of land parcels between the Department of the Navy and city/county/state/local governments. There may be buildings and/or structures located on the land parcels involved.

a. Navy procedures:

- (1) **EFD Real Estate Division.** (For Class 1 exchanges)
 - (a) Upon execution of an exchange agreement, delete the applicable land PR or perform a PR split-out (see paragraph 3.16) if appropriate in the NFADB. Create a new PR in the NFADB with (cost to government) field carrying the same value as the deleted PR.
 - (b) If buildings and/or structures exist on the new exchanged parcel of land and they are to be retained for Navy use, provide an estimate of value for each building and/or structure and a copy of the exchange agreement to the Regional Commander /Commanding Officer Stand Alone Activity.

(2) **Regional Commander /Commanding Officer Stand Alone Activity**

If Navy buildings and/or structures are involved in the exchange, delete the applicable PR(s) from the NFADB via Expanded Access. If buildings and/or structures exist on the newly exchanged parcel of land and they are to be retained for Navy use, Create PR(s) in the NFADB via Expanded Access. If Expanded Access is not available forward the APR to the EFD Real Property Inventory Person within 30 days of receipt.

(3) **EFD Real Property Inventory Person.** Create new PR in the NFADB.

(4) **NITC.** Print and distribute new PR(s) and transaction ledgers monthly to Regional Commander /Commanding Officer Stand Alone Activity and PAAs. EFDs receive transaction ledgers only.

b. **Marine Corps procedures**

(1) **EFD Real Estate Division.** (For Class 1 exchanges)

(a) Upon execution of an exchange agreement, complete and forward APR covering newly exchanged land parcel to activity.

(b) If buildings and/or structures exist on the newly exchanged parcel of land and they are to be retained for Marine Corp use, provide an estimate of value for each building and/or structure and a copy of the exchange agreement to the Activity.

(2) **Activity.** If Marine Corps buildings and/or structures are involved in the exchange, delete the applicable PR(s) from the NFADB. If buildings and/or structures exist on the incoming parcel of land and they are to be retained for Marine Corps use, create PR in the NFADB with (cost to government) field carrying the same value as the deleted PR.

(3) **NITC.** Print and distribute new PR(s) and transaction ledgers monthly to Activity and PAAs.

3.10 REASSIGNMENTS. A reassignment involves the change in custody of real property from one of the following:

- (a) Navy major claimant to a Navy major claimant
- (b) Marine Corps activity to a Marine Corps activity
- (c) Navy major claimant to Marine Corps activity
- (d) Marine Corps activity to a Navy major claimant.

The reassignment letter, initiated by either the losing or the gaining Navy claimant(s)/Marine Corps activity(s), must include the names and unit identification codes of both the losing and gaining Navy claimant(s)/Marine Corps activity(s). Address it to the EFD, via the chains of command, and must be approved by the gaining and losing entities. The letter must identify the property and facilities to be reassigned, justification for the reassignment, financial information pertaining to the reassigned asset, and a map.

[NOTE: The actual mailing of the financial documents will be executed by the losing Navy claimant(s)/Marine Corps activity(s) after the reassignment has been approved or prior to vacating the installation.]

After screening the reassignment for conformance to planning requirements, the EFD, which acts as coordinator between the Major Claimant(s)/Marine Corps activity(s), executes the change of ownership per the procedures below. The following procedures begin after the Navy major claimant(s) and/or Headquarters Marine Corps, Code LFL approve a reassignment action.

a. **Navy procedures:**

(1) **EFD Real Property Inventory Person.** (for Class 2 reassignments). After receiving approved reassignment package from Regional Commander/Commanding Officer Stand Alone Activity, verify current PR number(s) with losing Navy claimant(s)/Marine Corps activity(s). Obtain new PR number(s), facility status/utilization data from gaining Regional Commander/Commanding Officer Stand Alone Activity. Process reassignment action and status/utilization changes to NFADB.

(2) **EFD Real Estate Division.** (for Class 1 reassignments). After receiving approved reassignment package from the Regional Commander/Commanding Officer Stand Alone Activity, verify current PR number(s) with losing Navy claimant(s)/Marine Corps activity(s). Obtain new PR number(s), facility status/utilization data from gaining Regional Commander/Commanding Officer Stand Alone Activity. Process reassignment action and status/utilization changes to NFADB.

(3) **NITC**. Print and distribute new PR(s) and transaction ledgers monthly to Regional Commander /Commanding Officer Stand Alone Activity, and PAAs. EFDs receive transaction ledgers only.

b. Marine Corps procedures:

(1) **Receiving Activity**. Submit letter to CMC, Code LFL for approval. Process reassignment action and status/utilization changes to NFADB. Obtain copy of PR(s) for the facility(s) to be reassigned from losing activity. Establish new PR number(s), facility number(s), special area code(s) (if applicable) and status/utilization data.

(2) **NITC**. Print and distribute new PRs, DRs, and transaction ledgers monthly to the activity.

3.11 TRANSFERS. Procedures for initiating and obtaining approvals for transfers are explained in NAVFAC P-73, Real Estate Procedures Manual. The following procedures begin with those actions related to the NFADB.

3.11.1 Transfer In. A transfer (in) refers to a real estate action involving the change in custody of real property from another military department, the Coast Guard, or other Federal department or agency to the Department of the Navy.

a. Navy procedures:

(1) **EFD Real Estate Division** (for Class 1 transfer in). Upon receipt of the DD Form 1354 Transfer & Acceptance of Military Real Property from the losing entity:

- (a) Complete the acceptance process.
- (b) Obtain new PR number(s) and status/utilization data from the gaining Regional Commander/Commanding Officer Stand Alone Activity.
- (c) Forward the signed DD Form 1354 to the gaining Regional Commander/Commanding Officer Stand Alone Activity.
- (d) Create PR(s) in the NFADB and maintain original DD Form 1354.

(2) **EFD Real Estate Division.** (for Class 2 transfer in). Upon receipt of the DD Form 1354 Transfer & Acceptance of Military Real Property from the losing entity, complete the acceptance process and forward the signed DD Form 1354 to the Regional Commander/ Commanding Office Stand Alone Activity.

(3) **Regional Commander/ Commanding Office Stand Alone Activity.** (for Class 2 transfer in). Create PR(s) in the NFADB via Expanded Access. If Expanded Access is not available, forward the APR(s) to the EFD Real Property Inventory person within 30 days of receipt.

(4) **EFD Real Property Inventory Person.** Create PR(s) in the NFADB.

(5) **NITC.** Print and distribute new PRs and transaction ledgers monthly to Regional Commander /Commanding Officer Stand Alone Activity, and PAAs. EFDs receive transaction ledgers only.

b. Marine Corps procedures:

(1) **EFD Real Estate Division.** Return signed DD Form 1354 to activity. Establish and maintain cadastral files.

(2) **Activity.** Create new PR(s) in the NFADB.

(3) **NITC.** Print and distribute new PR(s) and transaction ledgers monthly to the Activity and PAA.

3.11.2 Transfers Out. A transfer (out) refers to a real estate action involving the change in custody and control of real property from the Department of the Navy to another military department, the Coast Guard, or other Federal department or agency.

a. Navy procedures

(1) **EFD Real Estate Division.** For Class 1, dispose PR(s) from NFADB. For Class 2, forward a copy of the completed DD Form 1354 to the Regional Commander/Commanding Officer Stand Alone Activity.

- (2) **Regional Commander /Commanding Officer Stand Alone Activity.** Dispose Class 2 PR(s) from NFADB via Expanded Access. If Expanded Access is not available, forward the marked up PR to the EFD Real Property Inventory Person within 30 days of receipt.
- (3) **EFD Real Property Inventory Person:** Dispose PR(s) in the NFADB.
- (4) **NITC.** Print and distribute DRs and transaction ledgers monthly to Regional Commander/Commanding Officer Stand Alone Activity and PAAs. EFD receives transaction ledgers only.

b. Marine Corps procedures

- (1) **EFD Real Estate Division.** Forward to the activity a copy of the completed DD Form 1354.
- (2) **Activity.** Dispose of PR(s) in NFADB.
- (3) **NITC.** Print and distribute DRs and transaction ledgers monthly to the Activity and PAA.

3.12 SPECIAL AREA ADDITIONS/DELETIONS. Special areas (SAs) are assigned by Regional Commander/Commanding Officer Stand Alone Activity, EFD, or CMC. It identifies sites that are remote from the main site. Installations or remote sites located in a state other than the main site will be designated as special areas. Special areas should be deleted from PR(s) when they no longer serve any useful function but ***should not*** be deleted from the MAGIC database until the end of the fiscal year when they no longer appear on any PR(s) or in the SFPS.

a. Navy procedures:

- (1) **Regional Commander/Commanding Officer Stand Alone Activity.** Request addition/deletion of SA, by letter, to the EFD Real Property Inventory person. The letter should include the reason for addition/deletion, marked up Activity Record Printout (ARP) from the MAGIC System, and a list of affected PR(s).

(2) **EFD Real Property Inventory Person.** Review request for completeness and interface with the NFADB and SFPS. If approved for addition, add SA to MAGIC database, then add SA to affected PR(s). If approved for deletion, delete SA from all PR(s) and all SFPS documents as described in NAVFACINST 11010.44, (latest edition) Shore Facilities Planning Manual. ***Do not*** delete the SA from MAGIC database until end of fiscal year. If disapproved, notify Regional Commander/Commanding Officer Stand Alone Activity, by letter stating the reason for the disapproval.

(3) **NITC.** Print and distribute new PR(s) and transaction ledgers monthly to Regional Commander /Commanding Officer Stand Alone Activity and PAAs. EFDs receive transaction ledgers only.

b. **Marine Corps procedures:**

(1) **Activity.** Process special area changes in accordance with MCO 11000.12. Update PR(s) in NFADB.

(2) **NITC.** Print and distribute new PR(s) and transaction ledgers monthly to the Activity and PAA.

3.13 CONSOLIDATION OF PROPERTY RECORDS. A consolidation is an action to correct and dispose of PR(s) previously created for the same facility.

a. **Navy procedures :**

(1) **Regional Commander /Commanding Officer Stand Alone Activity.**

(a) Class 2 - Report all the consolidated facility information as applicable on one PR and dispose duplicate PR(s) via Expanded Access. If Expanded Access is not available, forward the marked-up PR to the EFD Real Property Inventory Person within 30 days of receipt. (NOTE: The cost history information needs to be consolidated). **SHOULD BE ADDRESSED IN TRAINING MANUAL** EFD Real Property Inventory person for NFADB update within 30 days of receipt.

(b) Class 1 – Provide a list of all PR(s) to EFD for consolidation.

- (2) **EFD Real Property Inventory Person.** Update Class 2 PR and dispose duplicate PR(s) in the NFADB.
- (3) **EFD Real Estate Division.** Choose Class 1 PR with the earliest year acquired to report the consolidation. Dispose of duplicate PR(s).
- (4) **NITC.** Print and distribute PR(s), DRs, and transaction ledgers monthly to all Regional Commander/Commanding Officer Stand Alone Activity and PAAs. The EFDs receive transaction ledgers only.

b. Marine Corps procedures

- (1) **Activity.** Report all the consolidated facility information as applicable on one PR and dispose duplicate PR(s). (NOTE: The cost history information needs to be consolidated).
- (2) **NITC..** Print and distribute PR(s) and transaction ledgers to the activity and PAA.

3.14 REPORTS OF EXCESS (SF 118). Properties reported as excess are flagged in the NFADB so that information concerning these facilities can be compiled into reports to OSD, OPNAV, HQMC and others.

a. Navy procedures:

- (1) **Regional Commander /Commanding Officer Stand Alone Activity.** Complete Report of Excess with required attachments and forward to EFD Real Estate Division via major claimant in accordance with NAVFAC P-73, Real Estate Procedures Manual. Enter excess action code 1, "Declaration of Excess" in DE 604 and the date from the SF 118 or the cover letter in DE 605 to applicable PR in the NFADB.
- (2) **EFD Planner.** Determine whether the proposed excesses are in conformance with the Shore Facilities Planning System and the Regional Shore Infrastructure Plan (RSIP).
- (3) **EFD Real Estate Division.** Insure that required approvals have been obtained prior to any disposal action in accordance with NAVFAC P-73. Process Report of Excess. The result of this processing will be one of the following:

- (a) Reassignment--See paragraph 3.10.
- (b) Transfer within DOD--See paragraph 3.11.
- (d) Report excess property to GSA--Forward copy of action letter with Report of Excess to Regional Commander /Commanding Officer Stand Alone Activity.
- (e) Determine the excess property to be surplus; approve for disposal. Send copy of action letter to Regional Commander /Commanding Officer Stand Alone Activity.
- (f) For class 1, enter approval excess action code and date on the approval letter in the NFADB.

(4) **Regional Commander /Commanding Officer Stand Alone Activity:** .
Update Class 2 PR(s) via Expanded Access for the following actions. If Expanded Access is not available forward PR(s) to EFD Real Property Inventory Person within 30 day of receipt.

- (a) Enter excess action Code 2, "Excessed to GSA" in DE 604 and the "Excess Date" in DE 605 on the PR for facilities reported to GSA as excess,.
- (b) Enter excess action Code 3, "Approved for Disposal" in DE 604 and the "Approve for Disposal Date" in DE 605 for facilities approved for disposal,.
- (c) Update applicable PR for the portion of a facility approved for excess.

(5) **NITC.** Print and distribute PR(s), DR(s) and transaction ledgers monthly to Regional Commander /Commanding Officer Stand Alone Activity. EFDs receive transaction ledgers only.

b. Marine Corps procedures

(1) **Activity.** Complete Report of Excess with required attachments and forward to EFD Real Estate Division via major claimant in accordance with NAVFAC P-73, Real Estate Procedures Manual. If a portion of a PR for land, building, structure or a utility system is reported excess, initiate a split-out. The proposed split-out will then be forwarded to the EFD Real Estate Division along with the Report of Excess. Refer to paragraph 3.16 for procedures.

(2) **CMC, Code LFL.** If excess action is approved, forward Report of Excess with enclosures to EFD Real Estate Division.

(3) **EFD Real Estate Division.** Ensure that required approvals have been obtained prior to any disposal action in accordance with NAVFAC P-73, Chapter 23,. Process the Report of Excess. The result of the processing will be one of the following:

(a) Reassignment--See paragraph 3.10.

(b) Transfer within DOD--See paragraph 3.11.

(c) Report excess property to GSA--Forward copy of action letter with Report of Excess to activity.

(d) Determine the facility to be surplus; approve for disposal. Forward action letter to activity.

(4) **Activity.** For facilities reported to GSA as excess, enter excess action Code 2, "Excessed to GSA" in DE 604 and the "Excess Date" in DE 605 on the PR(s). For facilities approved for disposal, enter excess action Code 3, "Approved for Disposal" in DE 604 and the "Approve for Disposal Date" in DE 605 of the PR(s).

(5) **NITC.** Print and distribute PR(s), DR(s) and transaction ledgers monthly to the activity and PAA.

3.15 FINANCIAL LIABILITY INVESTIGATION OF PROPERTY

LOSS-DD FORM 200. ** There are certain circumstances where PR(s) should be removed from the NFADB and the circumstances are not covered by a normal disposal action, (demolition, reassignment, transfer or sale). These circumstances occur:

- **when** a Class 2 facility covered by a PR is determined by inspection not to exist.
- **when** a Class 2 facility is eliminated or damaged beyond economic rehabilitation by a disaster, (hurricane, typhoon, tornado, flood, earthquake, fire, etc.).
- **when** a Class 2 facility has been rendered unusable by new construction and the cost of removal would exceed the salvage value.
- **when** a Class 2 facility has been rendered unusable by deterioration to the extent that it will not be repaired or rehabilitated.
- **when** a Class 2 facility has become unusable because it constitutes a hazard to the health and safety of personnel not rectifiable by a reasonable expenditure of funds.

Removal of PR(s) under these circumstances is accomplished by Financial Liability Investigation of Property Loss report. Real property with a government cost of less than \$1000, meeting one of the conditions noted above, does not require a DD Form 200. Such properties may be demolished, and removed from the NFADB.

Instructions for completing the DD Form 200 is provided in SECNAVINST 5500.4G and DOD Instruction 7200.10M. When the Financial Liability Investigation of Property Loss report is considered applicable, follow the procedures given below.

a. **Navy procedures:**

- (1) **Regional Commander /Commanding Officer Stand Alone Activities** . Complete DD Form 200 and update the NFADB. If Expanded Access is not available, forward the DD Form 200 to the EFD Real Property Inventory person within 30 days of receipt.

(2) **NITC**. Print and distribute DRs and transaction ledgers monthly to Regional Commander /Commanding Officer Stand Alone Activity. EFDs receive transaction ledgers only.

b. Marine Corps activities

(1) **Activity**. Complete DD Form 200 and forward to CMC, Code LFL. For facilities approved for disposal (see paragraph 3.14) which meet the conditions listed above, the DD Form 200 should include the investigative report condition, cause, responsibility, recommendation, environmental impact, and historical significance. The submittal package should also include a copy of the property record(s), a map showing location of the facility(s) involved and photographs showing the entire facility(s).

(2) **CMC, Code LFL**. If report of survey is approved forward copy of DD Form 200 to the activity.

(3) **Activity**. Dispose of PRs from NFADB

(4) **NITC**. Print and distribute DR(s) and transaction ledgers monthly to the activity and PAA.

** The DD Form 200 and the associated instruction is currently under revision.

3.16 STATUS/UTILIZATION DATA ELEMENT CHANGES.

Status/Utilization data elements are used in the Shore Facilities Planning System (SFPS) as described in NAVFACINST 11010.44E (under revision) and MCO 11000.12. Procedures for changes to these data elements during an Engineering Evaluation (EE) are described in the current instruction. Procedures for activity-initiated changes are as follows:

a. Navy procedures:

(1) **Regional Commander /Commanding Officer Stand Alone Activities**

(a) Update PR(s) via Expanded access.

(b) When changes are made to areas, check to be sure that the total area shown for all uses and users equals the total area of the facility (DE 304).

- (c) An Economic Analysis must be completed and retained when changing the condition of the facility from adequate or substandard to inadequate for facilities that require replacement or demolition. For any other condition change to inadequate, the reasons for the proposed change, deficiencies of the facility, and how they impair or prohibit its use for its designated function must be documented and attached to the updated PR(s) and forwarded to the planner at the region for review, and retention as appropriate. The attachment of photographs is encouraged.
- (d) If Expanded Access is not available, forward marked-up PR(s) to EFD Real Property Inventory Person within 30 days of change.
- (e) Review, validate, and update Facilities Planning Documents (FPDs). If Expanded Access is not available, forward marked-up FPDs to EFD for data input.

(2) EFD. Update PR(s) in the NFADB and input changes to the FPDs in the SFPS if Expanded Access is not available.

(3) NITC. Print and distribute new PRs and transaction ledgers monthly to appropriate users.

b. Marine Corps procedures.

(1) Activity:

- (a) Update PR(s) via Expanded access.
- (b) When changes are made to areas, check to be sure that the total area shown for all uses and users equals the total area of the facility (DE 304).
- (c) An Economic Analysis must be completed and retained when changing the condition of the facility from adequate or substandard to inadequate for facilities that require replacement or demolition. For any other condition change to inadequate, the reasons for the proposed change, deficiencies of the facility, and how they impair or prohibit its use for its designated function must be documented and retained as appropriate. The attachment of photographs is encouraged.
- (d) Review, validate, and update Facilities Planning Documents (FPDs).

- (2) NITC. Print and distribute new PRs and transaction ledgers monthly to appropriate users.

3.17 RELOCATABLE BUILDINGS Navy and Marine Corps activities use relocatable buildings. OPNAVINST 11010.33 and MCO PII000.12 provide procedures for the authorization, acquisition, use, and disposition of these buildings. If a relocatable building was acquired with military or minor construction funds or found by inventory, it must be reported to the NFADB.

a. **Navy procedures:**

- (1) **Regional Commander /Commanding Officer Stand Alone Activity.** Create new PR(s) in NFADB, except for those found by inventory these will have an estimated cost in DE (204) and code 1B in DE (201) (not to be processed without a cost reference document number) via Expanded Access, If Expanded Access is not available forward APR(s) to include cost data and cost reference document number(s) to EFD Real Property Inventory person within 30 days of BOD.
- (2) **EFD Real Property Inventory Person.** Create PR(s) in NFADB.
- (3) **NITC.** Print and distribute new PR(s) and transaction ledgers monthly to Regional Commander/Commanding Officer Stand Alone Activity and PAAs. EFDs receive transaction ledgers only.

b. **Marine Corps procedures**

- (1) **Activity.** Create new PR(s) in NFADB, except for those found by inventory these will have an estimated cost in DE (204) and code 1B in DE (201) (not to be processed without a cost reference document number) via Expanded Access,

- (2) **NITC** Print and distribute new PRs and transaction ledgers monthly to the activity and PAA.

3.18 REPAIR PROJECTS. Projects for the repair of existing facilities will normally not require any change to the NFADB other than possible deletion of deficiency codes (DEs 524, 525, 526) . Deletions of deficiency codes should be processed in the same manner as other status/utilization data changes (see paragraph 3.16). Remember that costs associated with the repair, maintenance, or rearrangement of facilities are not to be reported to the NFADB. Please see APPENDIX B of this publication for further guidance.

3.19 DISTRIBUTION OF RECORDS BY NITC

- a. On the last Friday of each month all PR(s), OR(s) and DR(s) affected by additions, deletions or changes, along with property record and facility number indices and an NFADB transaction ledger, will be printed and distributed. NOTE: For property in the possession of contractors, there are no PAAs and NFADB transaction ledger.
- b. The monthly distribution of records will be sent to the Regional Commander/Commanding Officer Stand Alone Activity, EFD, PAA, and any requesting major/sub-major claimants.
- c. For Marine Corps activities the Facilities Planner and Comptroller, receive a copy of the monthly distribution of records.

3.20 QUESTIONS. Problems and situations which are considered unique and are not covered by the preceding procedures should be referred to the cognizant EFD or CMC, Code LFL.

3.21 Procedures For Assignment, Approval And Application Of Permanent Facility Numbers For Buildings, Structures, and Utilities.

a. Type of Facilities Requiring Numbers.

- (1) All Navy-owned buildings regardless of type of construction or size shall be assigned a permanent facility number by the Regional Commander /Commanding Officer Stand Alone Activities or Marine Corps Activities. Identification will be accomplished by affixing a number and/or letter directly to the building in accordance with NAVCOMPT Manual, Volume 3, Chapter 6.

(2) Structures that are of sufficient size or prominence to be shown on a general development map will be assigned a permanent facility number. A partial list of structures which should be assigned a permanent facility number would include: dry-docks, marine railways, wharves, piers, pumping plants, power substations, flag poles, antenna towers, bridges, track scales, etc. Structures which normally are not assigned a permanent facility number include: airfield runways, taxiways and aprons, parking areas, open storage areas, roads, streets, walks, fences, utility distribution poles, transformer vaults, railroad tracks, crane tracks, and small appurtenances constituting a portion of a building or other structure, such as small fuel tanks.

(3) Assignment of facility numbers to utility systems is optional.

(4) Assignment of facility numbers to ingraned facilities is not required but may be considered on a case by case basis.

b. **Use of Names and Other Designation.** The naming of a facility, as authorized by SECNAVINST 5030.2 (latest edition) and OPNAVINST 5030.12 (latest edition) or the use of a local designation, such as Berth No. 6, or Warehouse No. 3, shall not be a substitute for the permanent identification number.

c. **Maximum Size of Identification Number.** To facilitate recording and processing by automatic data processing equipment, the sum of all digits, hyphens, and letters (including spaces) in an identification number shall not be more than seven.

d. **Permanency of Numbers.** The approved facility identification number shall be permanently assigned and shall not be changed, without prior approval by the cognizant Regional Commander /Commanding Officer Stand Alone Activities and Marine Corps Activities. The identification number of a building or structure that has been totally destroyed, demolished, or otherwise disposed of may not be reassigned to any other building or structure at the activity for a period of at least five years. If a building or structure is moved from one location to another within the boundaries of the same activity, its identification number shall remain the same. However, if two or more buildings are combined to make one building, then the number assigned to one building should be assigned as the number for the combination, and the unused number canceled and not reassigned.

If a building or structure is moved to another activity, it shall be assigned a new number in consonance with the numbering system at the new activity and its former number shall be canceled. To ensure that adequate numbers will be available for future expansion, blocks of identification numbers should be reserved for various areas of the activity. The blocks reserved should be sufficient to provide for future construction so that identification numbers will be in consecutive order within each area.

CHAPTER 4. FORMS AND RECORDS

4.1 GENERAL. This chapter describes the forms required for additions, deletions, or changes to the NFADB and the computer generated records resulting from these actions.

4.2 ACQUISITION PROPERTY RECORD (APR), NAVFAC FORM 11010/29. A sample APR is shown as Figures 1 and 1a on pages 4-1 and 4-1a.

4.3 PROPERTY RECORD (PR) Sample PRs are shown as Figures 2, 3, 4, and 5 on pages 4-4, 5, 6, & 7.

**NAVY FACILITY ASSETS DATA BASE
CLASS 2 ACQUISITION PROPERTY RECORD (APR)**

(004) **ACTIVITY** UIC... _____ (001) PR NO..... _____
ACTIVITY NAME. _____ (005) FACILITY NO.. _____
_____ (106) SPEC AREA..... _____

LOCATION

GENERAL INFO

(101) COUNTRY _____ (007) ACTION _____
(102) STATE _____ (008) FAMILY HOUSING _____
(103) COUNTY _____ (011) PR REVIEW DATE _____
(104) CITY _____ (010) FACILITY NAME _____
(105) MAP GRID _____
(002) RPTG-CLMT-UIC _____ (003) REGIONAL COMMANDER _____
(055) FORMER ACTIVITY UIC _____ (056) FORMER PR NO. _____

ACQUISITION

INGRANT

(201) ESTATE CODE _____ (205) APPR/EST VALUE _____
(202) ACQ CONT NO _____ (206) APPR/EST DATE _____
(203) ACQ DATE _____ (211) EFFECTIVE DATE _____
(204) GOVT COST \$ _____ (212) EXPIRATION DATE _____
(207) LAND CCN _____ (213) MAXIMUM TERM _____ YEARS
(014) NATO JFAI _____ (210) REFERENCE PR NO _____
(209) RENT PAID _____
(208) DOD INSTALLATION _____ (Y or N)
(233) EFD/ORIG CONT NO _____
(234) LESSOR NAME _____

MEASUREMENTS

(301) LENGTH _____ (302) WIDTH _____ (303) HEIGHT _____
(304/(308) AREA/UM _____ (305) STORIES _____ (307) IRREGULAR__ (Y or N)

CONSTRUCTION

(401) YEAR BUILT _____ (409) CURR PROJ NO _____
(403) YEAR IMPROVED _____ (411) ORIG PROJ NO _____
(404) ABMP CODE _____ (402) CONSTRUCTION TYPE _____ (P, S or T)
(410) HISTORIC INDICATOR _____

MAINTENANCE

(702) PRI USE CAT CD _____ (703) MAINT FUND CODE _____
(701) MAINT RESP _____
(227) COST REF DOCUMENT NUMBERS _____

EXCESS / DISPOSAL

(604) EXCESS ACTION CODE _____ (605) EXCESS ACTION DATE _____
(602) DISPOSAL METHOD _____ (601) DISPOSAL DATE _____

(606) EFD DISPOSAL CONTRACT _____
(603) GSA DISPOSAL CONTRACT _____
(607) DISP CONSOL PR _____

GENERAL REMARKS

STATUS / UTILIZATION

(510) USER UIC/OG ID _____ (009) EE DATE _____
(502) CATEGORY CODE _____ (514) UTILITY COST \$ _____
(501) USE _____

AREA/	OTHER	NAVALT/	DEF CODES
(515) ADEQ	(516)	(517)	(524)
(518) SUBST	(519)	(520)	(525)
(521) INADQ	(522)	(523)	(526)
TOTAL			

STATUS / UTILIZATION

(510) USER UIC/OG ID _____ (009) EE DATE _____
(502) CATEGORY CODE _____ (514) UTILITY COST \$ _____
(501) USE _____

AREA/	OTHER	NAVALT/	DEF CODES
(515) ADEQ	(516)	(517)	(524)
(518) SUBST	(519)	(520)	(525)
(519) INADQ	(522)	(523)	(526)
TOTAL			

**NAVY FACILITY ASSETS DATA BASE
CLASS 1 ACQUISITION PROPERTY RECORD**

(004) **ACTIVITY UIC** _____ (001) PR NO _____
ACTIVITY NAME _____ (106) SPEC AREA _____

LOCATION

(101) COUNTRY _____
(102) STATE _____
(103) COUNTY _____
(104) CITY _____

GENERAL INFO

(007) ACTION _____
(008) FAMILY HOUSING _____
(011) PR REVIEW DATE _____
(010) FACILITY NAME _____

(002) **RPTG CLAIMANT UIC** _____
(055) **FORMER UIC** _____

(003) **REGIONAL COMMANDER** _____
(056) **FORMER PR NO.** _____

ACQUISITION

(201) ESTATE CODE _____
(202) ACQ CONT NO _____
(203) ACQ DATE _____
(204) GOVT COST \$ _____
(207) LAND CCN _____
(014) NATO JFAI _____

INGRANT

(205) APPR/EST VALUE _____
(206) APPR/EST DATE _____
(211) EFFECTIVE DATE _____
(212) EXPIRATION DATE _____
(213) MAXIMUM TERM _____ YEARS
(210) REFERENCE PR NO _____
(209) RENT PAID _____
(208) DOD INSTALLATION _____ (Y or N)
(233) EFD/ORIG CONT NO _____
(234) LESSOR NAME _____

(227) COST REFERENCE DOCUMENT NUMBERS _____

EXCESS / DISPOSAL

(604) EXCESS ACTION CODE _____ (605) EXCESS ACTION DATE _____
(602) DISPOSAL METHOL _____ (601) DISPOSAL DATE _____

(606) EFD DISPOSAL CONTRACT _____
(603) GSA DISPOSAL CONTRACT _____
(607) DISP CONSOL PR _____

GENERAL REMARKS

MEASUREMENTS
ENGLISH

(351) IMPROVED ACRES _____ (352) SEMI-IMPROVED ACRES _____
(352) UNIMPROVED ACRES _____ (354) OTHER ACRES _____
(353) TOTAL ACRES _____

METRIC

(351) IMPROVED HECTARES _____ (352) SEMI-MPROVED HECTARES _____
(352) UNIMPROVED ACRES _____ (354) OTHER ACRES _____
(353) TOTAL ACRES _____

ENGLISH REAL ESTATE MEASUREMENTS

(902) FLOOD PLAINS - 100 YR W/WAVE ACTION ACRES _____
(903) FLOOD PLAINS - 100 YR W/O WAVE ACTION ACRES _____
(904) FLOOD PLAINS - 500 YR W/WAVE ACTION ACRES _____
(905) FLOOD PLAINS - 500 YR W/O WAVE ACTION ACRES _____
(906) CONTAMINATED SITES POTENTIAL ACRES _____
(907) CONTAMINATED SITES POTENTIAL ACRES _____

METRIC REAL ESTATE MEASUREMENTS

(902) FLOOD PLAINS - 100 YR W/WAVE ACTION HECTARES _____
(903) FLOOD PLAINS - 100 YR W/O WAVE ACTION HECTARES _____
(904) FLOOD PLAINS - 500 YR W/WAVE ACTION HECTARES _____
(905) FLOOD PLAINS - 500 YR W/O WAVE ACTION HECTARES _____
(906) CONTAMINATED SITES POTENTIAL HECTARES _____
(907) CONTAMINATED SITES POTENTIAL HECTARES _____

REAL ESTATE INFORMATION

(910) REAL ESTATE SUMMARY MAP (RESM) NO _____
(912) RESM FILE _____
(911) EXISTING CONDITIONS MAP (ECM) NO _____
(913) ECM FILE _____
(909) LEGISLATIVE JURISDICTION _____
(908) MINERAL INTERESTS _____

UTILIZATION

USER(S)	UIC/OG	AREA/ACRES	AREA/HECTARES
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4.4 OUTGRANT RECORD (OR). A sample OR is shown as Figure 3 on page 4-2a.

**NAVY FACILITY ASSETS DATA BASE
CLASS 1 AND 2 OUTGRANT**

(004)REPORTING UIC_____ (005) FACILITY NO_____
ACTIVITY NAME_____ (106) SPEC AREA_____

(001)PR NO_____ (222)OUTGRANT ID_____

CONTRACTUAL DATA

(215) OUTGRANTEE
NAME_____
(231) MAXIMUM TERM_____
(217) EFD/ORIG CONTRACT NO_____
(229) EFFECTIVE DATE_____
(214) OUTGRANT CONTRACT NO_____
(230) EXPIRATION DATE_____
(224) TYPE INSTRUMENT_____
(205) APS/EST_____
(216) OUTGRANTEE TYPE_____
(206) APS/EST DATE_____
(226) REFERENCE OR_____
(225) RENT RECEIVED\$_____
(237) OUTGRANT RENT RECEIVED_____

4.5 DISPOSAL RECORD (DR). A sample DR is shown as Figure 4 on page 4-3.

4.6 NFADB TRANSACTION LEDGER. A sample transaction ledger is shown as Figure 5 on page 4-3b.

BLDG
TIME: 08:56:48

CLASS 2 DISPOSAL RECORD

DATE: 97/01/01

(004) UIC N60259
NAS MIRAMAR CA

(001) PR NO 280052
(005) FACILITY NO 1427
(106) SPECIAL AREA _____

(604) EXCESS CODE _____
(605) EXCESS DATE _____

PR LAST UPDATE 05 MAR 96

(008) FAM HOUSING	YES	
(101) COUNTRY	US	UNITED STATES
(102) STATE	06	CALIFORNIA
(103) COUNTY	073	SAN DIEGO
(104) CITY	2194	NAS MIRAMAR
(107) MAP GRID	B25	
(201) ESTATE	14	N/REASSIGNMENT
(203) ACQ DATE	01 MAR 69	
(204) GOVT COST	\$14,092	
(304/308) AREA/UM	1,487 SF	
(401) YR BUILT	1960	
(601) DISP DATE	26 JAN 96	
(602) DISP METHOD	REASSIGN TO OTH NAV	
(603) GAS DISP CONT	PWCSDIEGO201942	
(603) DISP CONTRACT	PWCSDIEGO201942	
(607) CONSOL PR		

01JAN97

EFD N68711

MC N00070

ACTIVITY N60259

PR 2-80052

(Figure 4) 4-3a

NFADB TRANSACTION LEDGER				MONTH ENDING JAN 1997			
REPORTING ACTIVITY UIC		N60259		NAS MIRAMAR CA			
PLANT PROPERTY ACCOUNTING ACTY UIC		N60957		FAADCPAC SAN DEIGO CA			
	OPENING BALANCE		INCREASE	DECREASE		CLOSING BALANCE	
CLASS 1	\$30,953,211					\$30,953,211	
CLASS 2	\$232,795,084		\$452*	\$7,733*		\$232,787,803	
TOTAL	\$263,748,295		\$452	\$7,733		\$263,741,014	
PR NO	FAC NO	DATE ACTION	METHOD	INCREASE	DECREASE	COST	REFERENCE DOC
SA		CHG EFF DTE					
2-01200	B703	DEC30 DISPOSAL	CONSOL		\$450*		
		EM	30 DEC 1996				
2-01342	E137	DEC30 CORRECTION	\$450*				CONSOLIDATION
						201200	
		EM	05 DEC 1996				
2-71297	E300	JAN02 DISPOSAL	INVENTORY			\$2,000*	
		EM	02 JAN 1997				
2-80802	701	DEC30 DISPOSAL	CORR/CHGS			\$5,283*	
			30 DEC 1996				
2-80924	1128	JAN20 ACQU	MCON	\$1*			N6247485C5490
			09 JAN 1997				

*INDICATES CHANGE

UNRECONCILED DATA: IF PROPERTY RECORD CHANGES AS REFLECTED ON THE NFADB TRANSACTION LEDGER CANNOT BE RECONCILED WITH THE COST DOCUMENTS HELD BY THE FISCAL OFFICE, THE FISCAL OFFICE WILL TAKE THE FOLLOWING ACTIONS:

1. IF DISCREPANCIES RELATE TO JOB ORDER CONSTRUCTION, CONTACT THE ACCOUNTABLE ACTIVITY FOR RESOLUTION.
2. IF DISCREPANCIES RELATE TO CONTRACT CONSTRUCTION, CONTACT THE APPROPRIATE ENGINEERING FIELD DIVISION FOR RESOLUTION.
3. IF DISCREPANCIES CANNOT BE RESOLVED PRIOR TO A QUARTERLY SUBMITTAL DATE FOR THE NAVCOMPT FORM 167, RECORD THE PROPERTY RECORD CHANGES AS SHOWN ON THE NFADB TRANSACTION LEDGER ON THE NAVCOMPT FORM 167. IF THE PROPERTY RECORD CHANGES ARE LATER FOUND TO BE IN ERROR, THE NEXT QUARTERLY NAVCOMPT FORM 167 SHOULD BE ADJUSTED ACCORDINGLY.

CHAPTER 5. DATA ELEMENTS

5.1 LIST OF NFADB DATA ELEMENTS. The following is a list, by series and name, of the data elements that make up the NFADB:

DATA ELEMENT (DE) SERIES

<u>DE NO.</u>	<u>SERIES TITLE</u>
001-013 101-110	GENERAL INFORMATION LOCATION
201-231 301-307	ACQUISITION AND OUTGRANT MEASUREMENTS (CLASS 2 FACILITIES)
351-355 401-410	MEASUREMENTS (CLASS 1 FACILITIES) CONSTRUCTION
501-526 601-606	STATUS/UTILIZATION EXCESS AND DISPOSAL
701-703 801-818	REAL PROPERTY MAINTENANCE HOUSING
902-913	REAL ESTATE

DATA ELEMENTS (DE)

GENERAL INFORMATION

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
001	Property Record Number	PTY-NUM
002	Reporting Claimant UIC	*TBD
003	Regional Commander	*TBD
004	Activity UIC	*TBD
005	Facility Number	FTY-NUM
006	Facility Type	FTY-TYP
007	Action Type Code	ACN-TYP
008	Family Housing Indicator	FHN-IDR
009	Engineering Evaluation Date	ENG-EVL-DTE
010	Facility Name	FTY-NME
011	Property Record Review Date	PTY-REC-RVW-DTE
012	Current Plant Value	FTY-CPV
013	Program Manager	*TBD
014	NATO Joint Formal Acceptance Inspection	JFAI
016	Replacement Value	PRN-REPL-VAL
050	Audit Trail New Data Value	NEW-VAL
051	Audit Trail Data Element Name	ELE-NME
052	Audit Trail Old Data Value	OLD-VAL
053	Audit Trail Data Val Chg Dte	AUD-CHG-DTE
054	Audit Trail User ID	AUD-USE-IDN
055	Former UIC	*TBD
056	Former PR No.	*TBD

LOCATION

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
101	Country Code	CRY-CDE
102	State Code	STE-CDE
103	County Code	CUY-CDE
104	City Code	CTY-CDE
106	Special Area Code	SA
107	Facility Location Map Grid	FTY-LOC-MG

ACQUISITION, OUTGRANT, & INGRANT

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
201	Estate Code	ESA-CDE
202	Acquisition Contract Number	ACQ-CNT
203	Acquisition Date	ACQ-DTE
204	Facility Cost To U.S. Government	FTY-GVT-COS
205	Ingrant Appraised/Estimated Value	ING-APS-EST-VAL
206	Ingrant Appraisal/Estimate Date	ING-APS-EST-DTE
207	Land Category Code	LND-CCN
208	Ingrant DOD Installation Indicator	ING-DOD-ISN
209	Ingrant Rent Paid Indicator	ING-RPD-IDR
210	Reference Property Record	ING-REF-PTY-NUM
211	Ingrant Effective Date	ING-EFF-DTE
212	Ingrant Expiration Date	ING-EPN-DTE
213	Maximum Term-Ingrant	ING-MXM-TERM
214	Outgrant Contract Number	OTG-CNT-NUM
215	Outgrantee Name	OTG-OGE-NME
216	Outgrantee Type	OTG-TYP

DE NO.	NAME	ABBREVIATION
217	Outgrantee EFD Orig Contract Num	OTG-EFD-CNT-NUM
222	Outgrant Reference Outgrant Identifier	OTG-REF-OTG-IDR
224	Type Of Outgrant Instrument	OTG- IST
225	Rent Received	OTG-RRC
226	Reference Outgrant Record	OTG-REF-PTY-NUM
227	Cost Reference Document Number	CRDN
229	Effective Date Outgrant	OTG-EFF-DTE
230	Expiration Date-Outgrant	OTG-EPN-DTE
231	Maximum Term-Outgrant	OTG-MXM-TERM
232	Cost Change Effective Date	COS-EFF-DTE
233	Ingrant EFD Original Contract	ING-EFD-CNT
234	Ingrant Lessor Name	ING-LES-NME
235	Ingrant Appraised/Estimated Indicator	ING-APS-EST-IND
236	Ingrant Paid Value	ING-RPD-VAL
237	Outgrant Rent Received Indicator	OTG-PRC-IDR

MEASUREMENTS (CLASS 2 FACILITIES)

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
301	Length	FTY-LTH-NFA
302	Width	FTY-WTH-NFA
303	Height	FTY-HGT-NFA
304	Area	FTY-ARA
305	Number Of Stories	FTY-QTY-STOS
307	Irregular-Shape Facility Code	IRG-CDE
308	Area Unit Of Measure	FTY-ARA-UM

MEASUREMENTS (CLASS 1 FACILITIES)

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
351	Improved Acres	IPV-ACE
352	Semi-Improved Acres	SEM-IPV-ACE
353	Unimproved Acres	UNIPV-ACE
354	Other Acres	OTH- ACE
355	Total Acres	TOT-ACE

CONSTRUCTION

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
401	Year Built	FTY-YR-BLT
402	Construction Type Code	CON-TYP
403	Year Of Last Capital Improvement	FTY-YR-IPV
404	Attic, Basement, Mezzanine, Penthouse Code	BLD-ABMP-CODE
409	Project Identifier	CUR-PRJ
410	Historic Indicator	HIS-IDR
411	Original Project Number	ORI-PRJ-NUM

STATUS/UTILIZATION

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
501	Facility Use	FTY-USE
502	Navy Facility Use Category Code	FTY-USE CCN
510	Activity Identifier Facility User	FTY-USR-UIC
511	Facility Use Change Date	FTY-USE-CHG-DTE
514	Utility Cost	UTL-FTY-COS
515	Quantity Adequate Area Measure	ADQ-ARA
516	Quantity Adequate Other Measure	ADQ-OTH
517	Quantity Adequate Alternate Measure	ADQ-ALT
518	Quantity Substandard Area Measure	SBD-ARA
519	Quantity Substandard Other Measure	SBD-OTH

STATUS/UTILIZATION

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
520	Quantity Substandard Alternate Measure	SBD-ALT
521	Quantity Inadequate Area Measure	IADQ- ARA
522	Quantity Inadequate Other Measure	IADQ-OTH
523	Quantity Inadequate Alternate Measure	IADQ-ALT
524	Deficiency Code Adequate Condition	DEF-CDE-ADQ
525	Deficiency Code Substandard Condition	DEF-CDE-SBD
526	Deficiency Code Inadequate Condition	DEF-CDE-IADQ

EXCESS AND DISPOSAL

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
601	Disposal Date	DSP-DTE
602	Disposal Method Code	DSP-MET
603	GSA Disposal Contract Number	GSA-DSP-CNT
604	Excess Action Code	EXS-CDE
605	Excess Action Date	EXS-DTE
606	Disposal Contract Number	DSP-CNT
607	Consolidated PR Number	CSD-PTY-NUM

REAL PROPERTY MAINTENANCE

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
701	Activity Identifier Maintenance Responsibility	FTY-MNT-RPN
702	Primary Use Category Code	PRI-USE-CAT-CDE
703	Maintenance Funding Source Code	FTY-MNT-FS-CDE

HOUSING

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
801	BOQ Rooms Under 250 NF With Private Bath	BOQ-250-PB
802	BOQ Rooms Under 250 NF With Shared Bath	BOQ-250-SB
803	BOQ Rooms Between 250 With Central Bath	BOQ-250-CB
804	BOQ Rooms Between 250 & 399 NF With Private Bath	BOQ-250-399-PB
805	BOQ Rooms Between 250 & 399 NF With Shared Bath	BOQ-250-399-SB
806	BOQ Rooms Between 250 & 399 NF With Central Bath	BOQ-250-399-CB
807	BOQ Rooms Over 400 NF With Private Bath	BOQ-400-PB
808	BOQ Rooms Over 400 NF With Shared Bath	BOQ-400-CB
809	BOQ Rooms Over 400 NF With Central Bath	BOQ-400-CB
810	BEQ Rooms Under 135 NF With Private Bath	BEQ-135-PB
811	BEQ Rooms Under 135 NF With Shared Bath	BEQ-135-SB
812	BEQ Rooms Under 135 NF With Central Bath	BEQ-135-CB
813	BEQ Rooms Between 135 & 179 NF With Private Bath	BEQ-135-179-PB
814	BEQ Rooms Between 135 & 179 NF With Shared Bath	BEQ-135-179-SB
815	BEQ Rooms Between 135 & 179 NF With Central Bath	BEQ-135-179-CB
816	BEQ Rooms Between 180 & 249 NF With Private Bath	BEQ-180-249-PB
817	BEQ Rooms Between 180 & 249 NF With Shared Bath	BEQ-180-249-SB
818	BEQ Rooms Between 180 & 249 NF With Central Bath	BEQ-180-249-CB
819	BEQ Rooms Between 250 & 269 NF With Private Bath	BEQ-250-269-PB
820	BEQ Rooms Between 250 & 269 NF With Shared Bath	BEQ-250-269-SB
821	BEQ Rooms Between 250 & 269 NF With Central Bath	BEQ-250-269-CB
822	BEQ Rooms Between 270 & 359 NF With Private Bath	BEQ-270-359-PB
823	BEQ Rooms Between 270 & 359 NF With Shared Bath	BEQ-270-359-SB
824	BEQ Rooms Between 270 & 359 NF With Central Bath	BEQ-270-359-CB
825	BEQ Rooms Over 360 NF With Private Bath	BEQ-360-PB
826	BEQ Rooms Over 360 NF With Shared Bath	BEQ-360-SB
827	BEQ Rooms Over 360 NF With Central Bath	BEQ-360-CB
828	BEQ Open Bay Area	BEQ-OB AREA
829	Bachelor Quarters Use Code	BQ-USE CODE
830	Bachelor Quarters Design Type Code	BQ-DSGN-TYPE

REAL ESTATE

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
902	Flood Plain 100 Yr W/Wave Acres	FLP-100Y-WA
903	Flood Plain 100 Yr W/O Wave Acres	FLP-100Y
904	Flood Plain 500 Yr W/Wave Acres	FLP-500Y-WA
905	Flood Plain 500 Yr W/O Wave Acres	FLP-500Y
906	Contaminated Sites Potential Acres	CSPT-ACE
907	Contaminated Sites Confirmed Acre(s)	CSCN-ACE
908	Mineral Interests	PTY-MI-FED-OWN
909	Legislative Jurisdiction	PTY-LJ
910	Real Estate Summary Map Number	RESM NUM
911	Existing Conditions Map Number	ECM NUM
912	Real Estate Summary Map File	RESM FLE
913	Existing Conditions Map File	ECM FLE

***To be determined**

5.2 DATA ELEMENT DIRECTORY. The following pages provide detailed descriptions of each of the NFADB Data Elements. The pages are numbered with the data element number for ease of reference. If the data element description requires more than one page, the additional pages are numbered with the data element number and letters A, B, C , etc. The data element description consists of information about the data element:

- a. **Number.** This is the numeric identifier assigned to each of the NFADB data elements. The number is used for identification of a data element on a Property Record (PR), outgrant Record (OR), Disposal Record (DR) and Acquisition Property Record (APR).
- b. **Name.** This is the standard name established for a data element.
- c. **Abbreviation.** This is the standard abbreviation established for a data element name. It is used on a PR, OR, and DR.
- d. **Definition.** This is a description of a data element, explaining its use.
- e. **Sources of Data.** This item refers a system participant to sources for acquiring required data.
- f. **Instructions - New Records.** This item provides instructions for reporting data upon initial entry of a property record into the NFADB.
- g. **Instructions - Changes.** This item provides instruction for reporting changes to an existing property record.
- h. **Checks.** This is a list of checks that a system participant should make prior to reporting a particular data element on a property record.
- i. **Maximum Length.** This is the maximum number of characters that can be used for reporting a particular data element on a property record.
- j. **Alpha/Numeric.** This is an indication of whether required data is alphabetic, numeric, or a combination of alphabetic and numeric.

NFADB DATA ELEMENT NO. 001

NAME: PROPERTY RECORD NUMBER

ABBREVIATION: PTY-NUM

DEFINITION:

"Property Record Number" is a two-part identification number permanently assigned to a facility. The first part is either a "1" (for Class 1 Property), or a "2" (for Class 2 Property). The second part has five digits in the "00001" through "99999" series (e.g., 100089, 200385). The PR Number is canceled upon disposal of a facility; it is never reassigned.

SOURCES OF DATA:

1. Regional Commander/Commanding Officer Stand Alone Activity and Marine Corps Property Record Number log.

INSTRUCTIONS:

1. ***NEW RECORDS:***

a. Assign Property Record Number for the facility being reported from SOURCE.

2. ***CHANGES:***

a. Property Record Numbers are not changed except for duplications and consolidations.

CHECKS: ***MAX. LENGTH:*** 6 ***ALPHA/NUMERIC:*** NUMERIC

1. Each number must be unique within an Activity UIC.

2. The first digit must be a "1" for a land facility (Class 1) and a "2" for all other facilities (Class 2).

NFADB DATA ELEMENT NO. 002

NAME: REPORTING CLAIMANT UIC

ABBREVIATION: RPTG-CLMT-UIC

DEFINITION:

“Reporting Claimant UIC” is the designated owner of the real property.

SOURCES OF DATA:

1. CNO web site (www.n4.hq.navy.mil)
2. Naval Shore Installation (www.nsi.navfac.navy.mil)
3. CNO, N46
4. Master Activity General Information Control (MAGIC)

INSTRUCTIONS:

1. ***New Records:***
 - a. This is computer-generated from the Maintenance UIC
 - b. Validate the Reporting Claimant from sources 1-4 to ensure the accuracy of the computer generated UIC. (computer generated UIC and the maintenance UIC do not always match)
 - c. Make corrections as appropriate.
2. ***Changes:***
 - a. Make changes to the Reporting Claimant or Maintenance UIC as appropriate.

CHECKS: None ***MAX. LENGTH:*** 6 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. UIC must be in the MAGIC DataBase

NFADB DATA ELEMENT NO. 004

NAME: ACTIVITY UIC

ABBREVIATION: *TBD

DEFINITION:

“Activity Identifier NFADB Reporting UIC” is renamed “Activity UIC”. This data element represents the UIC of the Navy shore activity to which the real property is assigned; does not connote ownership. (“Activity UIC” for Marine Corps activities denotes ownership)

NOTE: Under Installation Claimant Consolidation/Regionalization, Major Claimants were designated custodial owners of real property and are now responsible for reporting its assigned real property to the NFADB. Major impacts to historical corporate information and to existing legacy systems have prevented reporting Major claimant as the new custodial owners of its real property in former data element (004). Former named data element (004) “Activity Identifier NFADB Reporting” has been renamed “Activity UIC”.

SOURCES OF DATA:

1. NAVCOMPT Manual, Volume 2, Chapter 5.
2. Activity Record Printout (ARP) produced by the Master Activity General Information Control (MAGIC) System.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. From SOURCE, enter the Activity UIC.
2. **CHANGES:**
 - a. This DE is not changed except for reassignments.

CHECKS: **MAX. LENGTH:** 6 **ALPHA/NUMERIC :** ALPHA/NUMERIC

1. UIC must be in the MAGIC Database.

NFADB DATA ELEMENT NO. 005

NAME: FACILITY NUMBER

ABBREVIATION: FTY-NUM

DEFINITION:

"Facility Number" identifies a building, structure, or utility in accordance with NAVCOMPT Manual, Volume 3, Chapter 6.

SOURCES OF DATA:

1. Regional Commander/Commanding Officer Stand Alone Activity and Marine Corps Activity facility number log.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Assigned facility numbers for all buildings are a required entry.
- b. Assignment of facility numbers to structures and utilities is optional.

2. ***CHANGES:***

- a. Facility numbers are permanently assigned.
- b. Changes are made only to accommodate transfers, reassignments and/or to eliminate duplications.

CHECKS: ***MAX. LENGTH:*** 7 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. Buildings must have a facility number.
2. Spaces and special characters cannot be included between characters of the number, except for dashes.

NFADB DATA ELEMENT NO. 006

NAME: FACILITY TYPE

ABBREVIATION: FTY-TYP

DEFINITION:

"Facility Type" is the term indicating land, buildings, structures, and utilities. (See page 006-A.)

SOURCES OF DATA:

1. NAVFAC P-72.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Facility type is computer generated from the type of facility listed in NAVFAC P-72 for the category code entered in Data Element 502.

- b. There can only be one facility type per Property Record. Where a multiple type facility exists, e.g., building and structure or utility and structure, a Property Record must be established for each facility type.

2. ***CHANGES:***

- a. This data element can not change once created.

CHECKS: NONE

MAX. LENGTH: 1

ALPHA/NUMERIC: NUMERIC

NFADB DATA ELEMENT NO. 006

DEFINITION: (CONTINUED)

<u>CODE</u>	<u>TERM</u>	<u>DEFINITION</u>
1	LAND	A parcel or group of parcels which either have been acquired by the same method or are ingranted by a single acquisition contract.
2	BUILDING	Buildings are roofed structures suitable for housing people, materials, and/or equipment and/or provide a degree of protection from the weather.
3	STRUCTURE	Every Class 2 facility which is not a building, which is not a utility, and which is constructed on or in the land.
4	UTILITY	A system (or components thereof) which generates and/or distributes (via pipelines, wires, cables or electro-magnetic waves) a commodity or service and makes that commodity or service available to other facilities in the general area where the utility exists.

NFADB DATA ELEMENT NO. 007

NAME: ACTION TYPE CODE

ABBREVIATION: ACN-TYP

DEFINITION:

"Action Type Code" indicates the type of reporting action affecting a facility, i.e., an acquisition, capital improvement, correction, or disposal. (See page 007-A.)

SOURCES OF DATA:

1. Personal knowledge of the type of action being reported.
2. Page 007-A.

INSTRUCTIONS:

1. **NEW RECORDS:**

a. Enter Action Type 1 (Acquisition) on the NFADB "Cost Reference Transaction" screen, when reporting newly acquired facilities. See NAVCOMPT Manual, Volume 3, Chapter 6, paragraph 036107.

2. **CHANGES:**

a. Enter Action Type 2 (Capital Improvement) on the NFADB "Cost Reference Transaction" screen, when reporting capital improvements only. **No action is taken for repair/maintenance costs.** See NAVCOMPT Manual, Volume 3, Chapter 6, paragraph 036108.

b. Enter action Type 3 (Corrections) on the NFADB "Cost Reference Transaction" screen, when reporting corrections to government cost. For all other corrections update the PR.

c. For Action Type 4 (Disposal) enter information on the NFADB "Disposal" screen, when reporting demolitions, or disposals by reassignment, transfer, sale or exchange.

CHECKS: **MAX. LENGTH:** 1 **ALPHA/NUMERIC:** NUMERIC

1. Must be codes 1, 2, 3, or 4.

NFADB DATA ELEMENT NO. 007

DEFINITION: (CONTINUED)

<u>CODE</u>	<u>TERM</u>	<u>DEFINITION</u>
1	ACQUISITION	The reporting of an unreported facility whether owned or ingranted.
2	CAPITAL IMPROVEMENT	Construction on an existing facility, specifically an addition, expansion, extension, alteration or conversion of an existing facility including equipment installed in, and made a part of such, facilities and related site preparation, excavation, filling and landscaping. Plus or minus dollar changes to Cost to Government, DE 204, are capital improvements.
3	CORRECTION	A change or corrective type action other than changes to the dollar value of a previously reported property record.
4	DISPOSAL	The permanent removal of a PR from the NFADB. PRs are not officially disposed of until such time as the facility is demolished, disposed by reassignment, transferred, sold or exchanged.

NFADB DATA ELEMENT NO. 008

NAME: FAMILY HOUSING INDICATOR

ABBREVIATION: FHN-IDR

DEFINITION:

“Family Housing Indicator” is a Yes/No designator specifying whether the facility is or is not a family housing unit, or a Class 1 or a Class 2 facility acquired and/or maintained primarily in support of family housing units. (If it is a split facility, it will be "YES" if the major portion of the building is used in support of family housing).

SOURCES OF DATA:

1. Engineering/Design Division of the activity's Public Works Department or the Public Works Center servicing the activity.

INSTRUCTIONS:

1. ***NEW RECORDS:***

a. Determine from SOURCE whether facility is family housing or for family housing support.

2. ***CHANGES:***

a. Changes are made based upon whether facility is family housing or in support of the family housing function.

CHECKS: ***MAX. LENGTH:*** 1 ***ALPHA/NUMERIC :*** ALPHABETIC

1. Must be "Y" or "N".
2. Must be "Y" if entry in DE 502 is 710 series category code.
3. Must be "N" if entry in DE 502 is 721 series category code.

NFADB DATA ELEMENT NO. 009

NAME: ENGINEERING EVALUATION DATE

ABBREVIATION: ENG-EVL-DTE

DEFINITION:

"Engineering Evaluation Date" is the date, e.g., 30 SEP 19XX of the most recent engineering evaluation of existing assets performed by field inspection of a particular facility at a shore activity.

SOURCES OF DATA:

1. EFD for Navy
2. Activity public works or facilities engineering organization for Marine Corps activities.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Not applicable to new acquisitions.

2. ***CHANGES:***

- a. Changes to be made by the appropriate EFD for Navy and Activity public works or facilities engineering organization for Marine Corps activities.

CHECKS: ***MAX. LENGTH:*** 8 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. Entry cannot be subsequent to current date.
2. The first 4 digits must be the 4 digit year, e.g. 19XX, the next 2 digits must be the month (01-), and the last 2 digits must be the day (01-31).

NFADB DATA ELEMENT NO. 010

NAME: FACILITY NAME

ABBREVIATION: FTY-NME

DEFINITION:

"Facility Name" is a name assigned to a facility, which is other than its Category Code Nomenclature. Facility Name is usually one of the following: a name originated and used locally, or a name approved in accordance with OPNAVINST 5030.12 (current issue).

SOURCES OF DATA:

1. Activity assigned name used locally.
2. OPNAVINST 5030.12 permitting the naming of facilities.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Use of this DE is optional with the activity or EFD.
 - b. From SOURCE, determine the facility name.
 - c. Leave blank if facility name is not applicable.
2. **CHANGES:**
 - a. Changes can be made at activity or EFD's option.

CHECKS: NONE **MAX. LENGTH:** 28 **ALPHA/NUMERIC:** ALPHA/NUMERIC

NFADB DATA ELEMENT NO. 011

NAME: PROPERTY RECORD REVIEW DATE

ABBREVIATION: PTY-REC-RVW-DTE

DEFINITION:

"Property Record (PR) Review Date" is the date, e.g., 30 SEP 19XX, the PR was last reviewed.

SOURCES OF DATA:

1. An on-site inspection of facilities by any party representing the activity.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Not required on acquisitions.

2. **CHANGES:**

- a. Enter the date of the property record review.

CHECKS: **MAX. LENGTH:** 8 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. The first 4 digits must be the 4 digit year, e.g. 19XX; the next 2 digits must be the month (01-12) and the last 2 digits must be the day (01-31).
2. Date cannot be subsequent to current date.
3. Maximum length of time is three (3) years for each Property Record Review Date.

NFADB DATA ELEMENT NO. 012

NAME: CURRENT PLANT VALUE

ABBREVIATION: FTY-CPV

DEFINITION:

"Current Plant Value" is a computer generated dollar estimate, which is used as an indicator of replacement cost for a Class 2 facility (this does not apply to Class 1). This is an estimate of replacing a facility with an identical facility under identical circumstances in the same location but at current labor, material and equipment cost rates.

SOURCES OF DATA:

1. Data Elements No. 204, 401 and 402.
2. Table of multipliers for computing current plant values of Class 2 real property are in the latest edition of the Detailed Inventory of Naval Shore Facilities, P-164.

INSTRUCTIONS:

1. ***NEW RECORDS:***

a. Computer generated by the multiplication of the cost to government (DE 204) by the multiplier for the appropriate year built (DE 401) and type of construction (DE 402) for owned Class 2 real property. DE 205 will be used instead of DE 204 and DE 206 instead of DE 401 for leased facilities.

2. ***CHANGES:***

a. No changes are necessary except for corrections due to the addition of capital improvement costs to the original cost to government.

CHECKS: ***MAX. LENGTH:*** 12 ***ALPHA/NUMERIC:*** NUMERIC

1. An entry must be made if entry in DE 006 is 2, 3, or 4.

NFADB DATA ELEMENT NO. 014

NAME: NATO JOINT FORMAL ACCEPTANCE INSPECTION

ABBREVIATION: JFAI

DEFINITION:

"NATO Joint Formal Acceptance Inspection" indicates whether a facility has been accepted into the NATO inventory. Formal acceptance shall constitute formal agreement that the facility is physically complete and militarily and technically acceptable.

SOURCES OF DATA:

1. JFAI is obtained from EFD Engineering Evaluation Reports.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE, determine 'Y' of 'N' condition.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections.

CHECKS:

MAX. LENGTH: 1

ALPHA/NUMERIC: ALPHA

NFADB DATA ELEMENT NO. 016

NAME: REPLACEMENT VALUE

ABBREVIATION: PRN-REPL-VAL

DEFINITION:

"Replacement Value" is the cost of replacing the current physical plant with modern facilities built at today's construction costs, using today's construction standards. It includes all buildings, structures or other improvements to real property regardless of funding source. PRV does not include land value or leasing costs.

"Replacement Value" is an estimate of the cost to replace a Class 2 facility (does not apply to Class 1) with a new facility of the same type and size at the same location, based upon applying unit costs to the size, adjusted by a size factor, an area cost factor, and other cost factors.

PRV appears in the NAVFAC Public Works (Assessments) drills, Facility Maintenance Responsibility Report and various budget exhibits.

SOURCES OF DATA:

1. DOD IA&I and Tri Services Cost Estimating group.

INSTRUCTIONS

1. NEW RECORDS:

- a. Not applicable at this time.

2. CHANGES:

- a. PRV adjustments are completed by NAVFAC on an annual basis.

CHECKS: None **MAX. LENGTH:** 12 **ALPHA/NUMERIC:** NUMERIC

NFADB DATA ELEMENT NO. 050

NAME: AUDIT TRAIL NEW DATA VALUE

ABBREVIATION: NEW-VAL

DEFINITION:

"Audit Trail New Data Value" is the value of the last change made on the PR(s). It is a computer-generated field, generated when a user changes any data item and it is recorded in the NFADB audit trail.

SOURCES OF DATA:

1. The value change for this data element will come from a variety of sources.

INSTRUCTIONS:

1. **NEW RECORDS**

- a. Not applicable

2. **CHANGES:**

- a. Changes are a result of adjustments made to the PR(s)

CHECKS: None **MAX. LENGTH:** 15 **ALPHA/NUMERIC:** ALPHA/NUMERIC

NFADB DATA ELEMENT NO. 051

NAME: AUDIT TRAIL DATA ELEMENT NAME

ABBREVIATION: ELE-NME

DEFINITION:

"Audit Trail Data Element Name" is the name of an NFADB data element that was changed and stored in the NFADB audit trail. It is a computer-generated field, generated when a user changes any data item and it is recorded in the NFADB audit trail.

SOURCES OF DATA:

1. The data sources for this element will come from a variety of sources.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Not applicable

2. ***CHANGES:***

- a. Changes are a result of adjustments made to the PR(s)

CHECKS: None ***MAX. LENGTH:*** 15 ***ALPHA/NUMERIC:*** ALPHA

NFADB DATA ELEMENT NO. 052

NAME: AUDIT TRAIL OLD DATA VALUE

ABBREVIATION: OLD-VAL

DEFINITION:

"Audit Trail Old Data Value" is the value of the data before the change was made on the PR(s). It is a computer-generated field, generated when a user changes any data item and it is recorded in the NFADB audit trail.

SOURCES OF DATA:

1. The data sources for this element will come from a variety of sources.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Not applicable

2. ***CHANGES:***

- a. Changes are a result of adjustments made to the PR(s)

CHECKS: None ***MAX. LENGTH:*** 15 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

NFADB DATA ELEMENT NO. 053

NAME: AUDIT TRAIL DATA VAL CHG DTE

ABBREVIATION: AUD-CHG-DTE

DEFINITION:

"Audit Trail Data Value Change Date" is the date the value of an NFADB data element was changed. It is a computer-generated field, generated when a user changes any data item and it is recorded in the NFADB audit trail.

SOURCES OF DATA:

1. The data sources for this element will come from a variety of sources.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Not applicable.

2. **CHANGES:**

- a. Changes are a result of adjustments made to the PR(s)

CHECKS:

MAX. LENGTH: 8

ALPHA/NUMERIC: NUMERIC

1. Standard date edits (yymmdd).

NFADB DATA ELEMENT NO. 054

NAME: AUDIT TRAIL USER ID

ABBREVIATION: AUD-USE-IDN

DEFINITION:

"Audit Trail User Identification" is the user identification of an NFADB user who made a change to an NFADB data element. The user identification is stored in the NFADB audit trail. It is a computer-generated field, generated when a user changes any data item and it is recorded in the NFADB audit trail.

SOURCES OF DATA:

1. The user identification is associated with the user's system password.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Not applicable.

2. ***CHANGES:***

- a. Changes are a result of adjustments made to the PR(s)

CHECKS: None ***MAX. LENGTH:*** 6 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

NFADB DATA ELEMENT NO. 055

NAME: FORMER UIC

ABBREVIATION: FRMR-UIC

DEFINITION:

This data element represents the last UIC responsible for reporting its assigned real property to the NFADB.

SOURCES OF DATA:

1. Property Record

INSTRUCTIONS:

1. ***New Records:***
 - a. This is computer-generated from the previous Activity UIC during a reassignment action.
2. ***Changes:***
 - a. Make changes to the Reporting Claimant or Maintenance UIC as appropriate.

CHECKS: None ***MAX. LENGTH:*** 6 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

NFADB DATA ELEMENT NO. 101

NAME: COUNTRY CODE

ABBREVIATION: CRY-CDE

DEFINITION:

"Country Code" is a two-character designator for country, possession, and protectorate. This code designator is applied uniformly to all address group codes.

SOURCES OF DATA:

1. GSA "Worldwide Geographical Location Codes" available by Fedstrip or Milstrip (Federal Supply Service Stock No. 7610-926-9078).
2. Knowledge of location in which facility is located.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Determine the name of the country and enter the appropriate code on the PR.

2. ***CHANGES:***

- a. Changes are a result of adjustments made to the PR(s)

CHECKS: ***MAX. LENGTH:*** 2 ***ALPHA/NUMERIC:*** ALPHABETIC

1. Must be valid 2-character code from SOURCE 1 or 2.

NFADB DATA ELEMENT NO. 102

NAME: STATE CODE

ABBREVIATION: STE-CDE

DEFINITION:

"State Code" is the standard U.S. Postal Service abbreviation for the U.S. states, territories, and possessions. (See page 102-A.)

SOURCES OF DATA:

1. A reliable map showing state boundaries.
2. Knowledge of state in which facility is located.
3. Page 102-A.
4. GSA "Worldwide Geographical Location Codes".

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Determine the name of the state in which the facility is located and enter the appropriate code.
- b. A state code must be entered for a facility in the United States.
- c. Enter "00" for possessions and foreign countries.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections.

CHECKS:

MAX. LENGTH: 2

ALPHA/NUMERIC: NUMERIC

1. If DE 101 is "U.S.", facility must have a valid state code (01-56).
2. If DE 101 is not "US", entry must be "00".

NFADB DATA ELEMENT NO. 102

DEFINITION: (CONTINUED)

<u>CODE</u>	<u>STATE</u>	<u>CODE</u>	<u>STATE</u>
01	Alabama	30	Montana
02	Alaska	31	Nebraska
04	Arizona	32	Nevada
05	Arkansas	33	New Hampshire
06	California	34	New Jersey
08	Colorado	35	New Mexico
09	Connecticut	36	New York
10	Delaware	37	North Carolina
11	District of Columbia	38	North Dakota
12	Florida	39	Ohio
13	Georgia	40	Oklahoma
15	Hawaii	41	Oregon
16	Idaho	42	Pennsylvania
17	Illinois	44	Rhode Island
18	Indiana	45	South Carolina
19	Iowa	46	South Dakota
20	Kansas	47	Tennessee
21	Kentucky	48	Texas
22	Louisiana	49	Utah
23	Maine	50	Vermont
24	Maryland	51	Virginia
25	Massachusetts	53	Washington
26	Michigan	54	West Virginia
27	Minnesota	55	Wisconsin
28	Mississippi	56	Wyoming
29	Missouri		

NFADB DATA ELEMENT NO. 103

NAME: COUNTY CODE

ABBREVIATION: CUY-CDE

DEFINITION:

"County Code" is a code representing the first level geopolitical subdivision of a state of the United States, where a facility is located.

SOURCES OF DATA:

1. Knowledge of county in which facility is located.
2. Reliable maps showing county boundaries.
3. GSA "Worldwide Geographical Location Codes" available by Fedstrip or Milstrip (Federal Supply Stock No. 7610-926-9078).

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Determine the name of the county in which the facility is located and enter the appropriate code.
- b. A county code from SOURCES 3 must be entered for a facility in the United States.
- c. Enter "000" for possessions and foreign countries.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections.

CHECKS: ***MAX. LENGTH:*** 3 ***ALPHA/NUMERIC:*** NUMERIC

1. If a facility is located in a state of the United States, it must have a valid 3-digit county code.
2. If located in possessions or foreign countries, it must contain 3 zeroes (000).

NFADB DATA ELEMENT NO. 104

NAME: CITY CODE

ABBREVIATION: CTY-CDE

DEFINITION:

"City Code" is the code assigned to the city or the city in closest proximity to the facility.

SOURCES OF DATA:

1. Knowledge of city in which the facility is located.
2. Reliable maps showing city boundaries.
3. GSA "Worldwide Geographical Location Codes" available by Fedstrip or Milstrip (Federal Supply Service Stock No. 7610-926-9078).

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Determine the name of the city in which the facility is located and enter the appropriate code from SOURCE 3.
- b. Enter "0000" if city code is not applicable.

2. **CHANGES:**

- a. No changes are necessary except to make corrections.

CHECKS: **MAX. LENGTH:** 4 **ALPHA/NUMERIC:** NUMERIC

1. City code must exist in GSA Worldwide Geographic Location Code Listing.

NFADB DATA ELEMENT NO. 106

NAME: SPECIAL AREA CODE

ABBREVIATION: SA

DEFINITION:

"Special Area Code" is the code assigned to a Geographical Area in which a facility is located. A Special Area may be remote, contiguous to, or located within the activity and is identified for functional, operational or administrative reasons. Cognizant Engineering Field Divisions review and implement the assignment of Special Area Codes, approved by the Regional Commander, for Navy activities and CMC approves for Marine Corps activities.

SOURCES OF DATA:

1. EFD or CMC Code LFL as appropriate.
2. Master Activity General Information Control System (MAGIC).

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Determine the Special Area in which the facility is located from SOURCE 2 and enter the appropriate code.
- b. If a new Special Area code is required, request from SOURCE 1.

2. ***CHANGES:***

- a. If a Special Area code is to be deleted from PR, process PR change(s)
- b. If a Special area code is to be deleted from MAGIC forward request to EFD. Refer to Paragraph 3.12 for procedures.

CHECKS: ***MAX. LENGTH:*** 2 ***ALPHA/NUMERIC:*** ALPHABETIC

1. Must be a valid code in MAGIC database.

NFADB DATA ELEMENT NO. 107

NAME: FACILITY LOCATION MAP GRID

ABBREVIATION: FTY-LOC-MG

DEFINITION:

"Facility Location Map Grid " is the coded location of a reported facility derived from the grid of the General Development or Existing Conditions Map of the activity. The Grid Number is formed at the intersection of the horizontal and vertical coordinates(alpha/numeric indicators) that border the map.

SOURCES OF DATA:

1. The General Development or Existing Conditions Map of the activity.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Determine the location of the facility from SOURCE and enter the appropriate map grid number.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections.

CHECKS: ***MAX. LENGTH:*** 8 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. All owned buildings must have a map grid number.
2. Structures and ingranted facilities may have a map grid number; owned buildings, with special area designator, may have a map grid number.

NFADB DATA ELEMENT NO. 200

NAME: TRANSACTION COST

ABBREVIATION: TRN-CST

DEFINITION:

"Transaction Cost" indicates the individual cost transactions of an owned facility as transferred by the Plant Property Accounting Activity into the real property financial records of the activity. Can include acquisition cost, capital improvement costs, disposals, and corrections.

SOURCES OF DATA:

1. EFD Acquisition Department.
2. Designated Plant Property Accounting Activity for the reporting activity.
3. Job order records in the files of the activity's Public Works Department or the Public Works Center servicing the activity.
4. NAVCOMPT Form 621, Correction Notice prepared by EFD Financial Management Division.
5. Cost Reference Document Number
6. EFD Real Estate Division.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Determine the cost from SOURCE and enter appropriate amount.
 - b. Construction project costs are reportable as of BOD with the cost to date plus the amount estimated to bring project to financial completion.
 - c. If DE 201, Estate Code is 19 (Donation), enter the appraised or estimated value of the facility at the time of donation.
 - d. If DE 201, Estate Code is IB (Gain by Inventory) and no financial records exist, enter an estimated cost based on a detailed cost estimate or the comparison to a like facility in the same location.
 - e. If military labor is involved, see NAVCOMPT Manual, paragraphs 036107 and 035750.
 - f. For land, enter only the cost of the land; exclude administrative costs.

NFADB DATA ELEMENT NO. 200 (con't)

2. *CHANGES:*

- a. Determine capital improvement costs from SOURCE 1, 2 or 3 and enter new total cost.
- b. Determine final construction project cost from SOURCE 3 or 4 and enter adjusted cost.
- c. If military labor and material are involved, see NAVCOMPT Manual, Volume 3, Chapter 6, paragraph 036107, Amounts To Be Entered For Acquisitions Of Reality.

CHECKS: ***MAX LENGTH:*** 10 ***ALPHA/NUMERIC:*** SIGNED NUMERIC

1. Must be entered if first position of DE 201 is a '1'

NFADB DATA ELEMENT NO. 201

NAME: ESTATE CODE

ABBREVIATION: ESA-CDE

DEFINITION:

"Estate Code" indicates the nature of the Department of Navy's ownership or interest in a Class 1 or Class 2 facility, and how the facility was acquired. Codes starting with "1" indicate permanent acquisitions; codes starting with "2" indicate temporary acquisitions.(See page 201-A.)

SOURCES OF DATA:

1. Page 201-A.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Determine the acquisition method from SOURCE and enter the appropriate code.
2. **CHANGES:**
 - a. No changes are necessary except for corrections.

CHECKS: **MAX LENGTH:** 2 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. Must be a valid code from DEFINITION (page 201A).

NFADB DATA ELEMENT NO. 201

DEFINITION: (CONTINUED)

ACQUISITIONS, PERMANENT

CODE METHOD/ABBREVIATION

- 11* **MCON** (Military Construction Navy)
- 1G* **REASSIGN MCON** (Reassignment - Military Construction Navy)

- 12* **MCNR** (Military Construction, Navy Reserve)
- 1H* **REASSIGN MCNR** (Reassignment - Military Construction, Navy Reserve)

- 13* **OTHER MIL** (Military funding other than MCON/MCNR, to include self help and BRAC)
- 1I* **REASSIGN OTHER MIL** (Reassignment - Military funding other than MCON/MCNR, to include self-help and BRAC))

- 14* **REASSIGNMENT** (Reassignment from within Navy)

- 15* **TRANS USA** (Transfer from Army)
- 1J* **REASSIGN TRANS USA** (Transfer from Army)

- 16* **TRANS USAF** (Transfer from Air Force)
- 1K* **REASSIGN TRANS USAF** (Reassignment - Transfer from Air Force)

- 17* **TRANS OTHER** (Transfer from other Federal Agency)
- 1L* **REASSIGN OTHER** (Reassignment - Transfer from other Federal Agency)

- 18* **PURCHASE** (Purchased by Navy)
- 1M* **REASSIGN PURCHASE** (Reassignment - Purchase by Navy)

- 19* **DONATION** (Donation to Navy)
- 1N* **REASSIGN DONATION** (Reassignment - Donation to Navy)

- 1A* **EXCHANGE** (Exchange to Navy)
- 1P* **REASSIGN EXCHANGE** (Reassignment - Exchange to Navy)

- 1B* **INVENTORY** (Gain by inventory)
- 1Q* **REASSIGN INVENTORY** (Reassignment - Gain by inventory)

NFADB DATA ELEMENT NO. 201

DEFINITION: (CONTINUED)

ACQUISITIONS, PERMANENT

- ID* **EASEMENT, PERMANENT** (Easements in Perpetuity to Navy)
- IR* **REASSIGN EASEMENT, PERMANENT** (Reassignment - Easements in Perpetuity to Navy)
- IF* **CNDM** (Condemnation by Navy)
- IS* **REASSIGN CNDM** (Reassign - Condemnation by Navy)

NFADB DATA ELEMENT NO. 201

DEFINITION: (CONTINUED)

ACQUISITIONS, TEMPORARY

CODE METHOD/ABBREVIATION

- 2A **NATO** Infrastructure (U.S. Navy dedicated use)
- 2B **NATO** Infrastructure (common use)

- 21 **IN LEASE** (to Navy)
- 22 **LICENSE/PERMIT** (From other military department to Navy)

- 23 **LICENSE/PERMIT** (From nonmilitary U.S. Government
- 24 **LICENSE/PERMIT** (From other than those coded 22 and 23 to Navy)

- 25 **JOINT USE AGREEMENT** (to Navy)
- 26 **EASEMENT TEMPORARY** (Temporary easement to Navy)

- 27 **FMRA** (Foreign Military Rights Agreement to Navy)
- 28 **OTHER** (to Navy)

- 2S **CNDM** (Condemnation by Navy)

NFADB DATA ELEMENT NO. 202

NAME: ACQUISITION CONTRACT NUMBER

ABBREVIATION: ACQ-CNT

DEFINITION:

"Acquisition Contract Number" is the original contract number for the acquisition of a Class 1 or Class 2 facility owned by or ingranted to Department of Navy.

SOURCES OF DATA:

1. Contract documents maintained by ROICC and EFD Acquisition Department.
2. Real estate documents maintained by EFD Real Estate Division.
3. Appropriate documents as maintained by the Public Works Department or Public Works Center.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Determine the contract or document number from SOURCES above.
 - b. Do not enter the dash marks or spaces used to separate a set of characters within the contract number.
 - c. This is a required field.
2. **CHANGES:**
 - a. No changes are necessary except to make corrections.

CHECKS: **MAX. LENGTH:** 15 **ALPHA/NUMERIC:** ALPHA/NUMERIC

NFADB DATA ELEMENT NO. 203

NAME: ACQUISITION DATE

ABBREVIATION: ACQ-DTE

DEFINITION:

"Acquisition Date" is the date, e.g. 30 SEP 19XX, when a particular facility was first acquired by the Navy Reporting Claimant UIC or the Marine Corps Activity, i.e., when accountability for the facility was assigned to this UIC.

SOURCES OF DATA:

1. ROICC/EFD contract/project records.
2. Activity job order/project records.
3. EFD Real Estate Division records.
4. DD Form 1354, Transfer and Acceptance of Military Real Property.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Determine the acquisition date from SOURCE and as follows:

- (1) New construction: Beneficial Occupancy Date (BOD)
- (2) Transfers: Date EFD Real Estate signs DD Form 1354
- (3) Reassignments: Date the final endorsement is signed
- (4) Exchange, purchase or lease: Effective date of lease/agreement
- (5) Gain by inventory: Date record is added to inventory (if acquisition date is

unknown).

2. ***CHANGES:***

- a. No changes are necessary except to make corrections.

NFADB DATA ELEMENT NO. 203 (con't)

CHECKS:

MAX. LENGTH: 8

ALPHA/NUMERIC: ALPHA/NUMERIC

- 1 The first 4 digits must be the 4 digit year, e.g. 19XX; the next 2 digits must be the month (01-12); and the last 2 digits must be the day (01-31).
2. Date cannot be subsequent to current year.

NFADB DATA ELEMENT NO. 204

NAME: FACILITY COST TO U.S. GOVERNMENT

ABBREVIATION: FTY-GVT-COS

DEFINITION:

"Facility Cost to U.S. Government" indicates the cumulative cost to date of an owned facility as transferred by the Plant Property Accounting Activity into the real property financial records of the activity. Includes acquisition cost plus all reportable capital improvement costs. For facilities acquired by donation, the "Facility Cost to U.S. Government" is the appraised or estimated value at the time of acquisition.

SOURCES OF DATA:

1. Transaction Cost, DE 200

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Acquisition cost of DE 200

2. **CHANGES:**

- a. This field reflects an accumulative total of all cost changes for a PR

CHECKS: **MAX. LENGTH:** 10 **ALPHA/NUMERIC:** NUMERIC

Computer generated field

NFADB DATA ELEMENT NO. 205

NAME: INGRANT APPRAISED/ESTIMATED VALUE

ABBREVIATION: ING-APS-EST-VAL

DEFINITION:

"Ingrant Appraised/Estimated Value" is the current worth in dollars of an ingrated facility, as determined by an appraisal or estimate. Outgrant appraised value is applied to ingrants. When an appraisal is not available or warranted, an estimated value will be used.

SOURCES OF DATA:

1. EFD Real Estate Division.
2. Activity representative or EFD for estimates.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Determine the appraised or estimated value from SOURCE and enter appropriate amount for facilities which have been ingrated to ingrantee types coded 5, 6, or 7 in DE 216.

2. ***CHANGES:***

- a. Updated appraisals/estimates are to be provided by SOURCE at the time of renewal for ingrants.

CHECKS: ***MAX. LENGTH:*** 9 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. Must be numeric.
2. Must be entered if entry in DE 204 is "zero" or spaces.

NFADB DATA ELEMENT NO. 206

NAME: INGRANT APPRAISAL/ESTIMATE DATE

ABBREVIATION: ING-APS-EST-DTE

DEFINITION:

"Ingrant Appraisal/Estimate Date" is the date, e.g. 30 SEP 19XX, on which an appraisal or estimate of the current worth of an ingranted facility was made.

SOURCES OF DATA:

1. EFD Real Estate Division.
2. Activity public works representative or EFD for estimates.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Enter the date on which the appraised or estimated value, DE 205, was determined.

2. ***CHANGES:***

- a. Enter the date on which the appraised value, DE 205, was updated.

CHECKS: ***MAX. LENGTH:*** 9 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. Date cannot be subsequent to current year.
2. First 4 digits are the 4-digit year, e.g. 19XX, next 2 digits must be month, (01-12), and the last 2 digits must be day, (01-31).

NFADB DATA ELEMENT NO. 207

NAME: LAND CATEGORY CODE

ABBREVIATION: LND-CCN

DEFINITION:

"Land Category Code" is a numeric code used to identify the estate of Navy and Marine Corps Class 1 Real Property (i.e., Land), and how the U.S first acquired that estate. Government for use by the Department of Navy. Estate is defined as the degree, nature, extent, and quality of interest or ownership that the U.S. Government has in the property. The first three digits of the code are a DOD standard: they specify the facility class, category group, and basic category; the fourth and fifth digits are added to provide more definitive categorization of the Navy's facilities.

SOURCES OF DATA:

1. NAVFAC P-72.
2. EFD Real Estate Division documents.
3. Activity's Real Estate Summary Maps (RESM).

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. For Class 1 (Land) determine the category code appropriate for the type of land.
- b. For Class 2 facilities, determine the category code for the land on which the facility is built.
- c. If located on more than one type of land, report the category code for the largest area of land occupied by the facility.

2. ***CHANGES:***

- a. Based upon SOURCE, make corrections as necessary.

CHECKS: ***MAX. LENGTH:*** 5 ***ALPHA/NUMERIC:*** NUMERIC

1. Must be valid land category code (900 series in NAVFAC P-72).
2. This entry is mandatory.

NFADB DATA ELEMENT NO. 208

NAME: INGRANT DOD INSTALLATION INDICATOR

ABBREVIATION: ING-DOD-ISN

DEFINITION:

"DOD Installation Indicator" is a code, which signifies whether or not an ingrated facility or Department of Navy used land is located on, or is a part of, a Department of Defense installation.

SOURCES OF DATA:

1. EFD Real Estate Division.

INSTRUCTIONS:

1. ***NEW RECORDS:***

a. For ingrated facilities, determine if the facility is located on a Department of Defense installation from SOURCE. If located on a DOD installation, enter "Y" for yes; if not, enter "N" for no.

b. Leave blank if facility is owned.

2. ***CHANGES:***

a. No changes are necessary except to make corrections.

CHECKS: ***MAX. LENGTH:*** 1 ***ALPHA/NUMERIC:*** ALPHABETIC

1. Must be "Y" or "N" if first position of entry in DE 201, Estate Code is "2".

NFADB DATA ELEMENT NO. 209

NAME: INGRANT RENT PAID INDICATOR

ABBREVIATION: ING-RPD-IDR

DEFINITION:

"Ingrant Rent Paid Value" is the dollar amount of annual rental scheduled to be paid, at the current rate of exchange, for ingrant facilities; or "Accommodation Charges" or similar/equivalent charges to be paid to foreign governments under terms of Foreign Military Rights agreements.

SOURCES OF DATA:

1. Ingrant instrument for the property in question.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. For a single ingrant, enter the annual rental paid.
- b. For multiple ingrant facilities, Class 1 and/or 2, select a "Key" facility and enter the annual rental paid on the record for this facility.
- c. For other than the "Key" facility on multiple ingrants, enter N/A.
- d. For rent-free facilities, enter 0 (zero).

2. ***CHANGES:***

- a. No changes are necessary except for corrections or when the lease is re-negotiated and annual rental changes.
- b. For multiple ingrants, if the "Key" facility is changed, enter the rental paid on another selected "Key" facility. For the facilities, which are NOT the "Key" facilities on multiple ingrants, enter N/A.

CHECKS: ***MAX. LENGTH:*** 8 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. Must be transacted if first position of DE 201 is a "2".

NFADB DATA ELEMENT NO. 210

NAME: REFERENCE PROPERTY RECORD

ABBREVIATION: ING-REF-PTY-REC-NUM

DEFINITION:

"Reference Property Record" is the number of the PR on which is entered the total annual rent paid under a multiple facilities lease, when that lease does not stipulate how much of the total rent can be identified with each of the facilities.

SOURCES OF DATA:

1. Property Records.
2. Ingrant instrument for property in question.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. If the lease being reported is a single facility enter N/A.
- b. If the lease being reported covers multiple facilities, enter N/A only for the "Key" facility selected. For other than the "Key" facility, enter the Property Record number of the "Key" facility. See DE 209, Rent Value.

2. ***CHANGES:***

- a. If the "Key" facility is changed, enter N/A on the PR of the newly selected facility and the PR number of the new "Key" facility on PRs of other facilities under the multiple lease.

CHECKS: ***MAX. LENGTH:*** 6 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. If DE 209 is numeric, this DE must be spaces.
2. This DE must be filled if DE 209 is N/A.

NFADB DATA ELEMENT NO. 211

NAME: INGRANT EFFECTIVE DATE

ABBREVIATION: ING-EFF-DTE

DEFINITION:

"Ingrant Effective Date" is the date, e.g., 30 SEP 19XX, when an ingrant became effective, or is to become effective. The effective date need not necessarily be the date on which the instrument was agreed to, signed, or approved.

SOURCES OF DATA:

1. Ingrant instrument.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Enter the effective date of the ingrant 30 SEP 91.

2. **CHANGES:**

- a. Enter new effective date when ingrant is renewed (DE 203 is not affected by this change).

CHECKS: **MAX. LENGTH:** 8 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. The first 4 digits must be the 4 digit year, e.g. 19XX; the next 2 digits must be the month (01-12); and the last 2 digits must be the day (01-31).

NFADB DATA ELEMENT NO. 212

NAME: INGRANT EXPIRATION DATE

ABBREVIATION: ING-EPN-DTE

DEFINITION:

"Ingrant Expiration Date" is the date, e.g., 30 SEP 19XX, when an ingrant is to expire.

SOURCES OF DATA:

1. Ingrant instrument.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Enter the expiration date of the ingrant.
- b. If an expiration date is not specified, enter N/A in place of the month.

2. ***CHANGES:***

- a. Enter new expiration date when ingrant is renewed.

CHECKS: ***MAX. LENGTH:*** 8 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. If entry is N/A, DE 213 must be blank.
2. If the expiration date is not specified, replace the 2-digit month with "NA" or leave the date blank.
3. The first 4 digits must be the 4-digit year e.g. 19XX; the next 2 digits must be the month (01-12); and the last 2 digits must be the day (01-31).

NFADB DATA ELEMENT NO. 213

NAME: MAXIMUM TERM-INGRANT

ABBREVIATION: ING-MXM-TERM

DEFINITION:

"Maximum Term Ingrant" is the longest period of time (expressed in years) provided for in the ingrant instrument. This period is the sum of the time interval between the effective date and expiration date, and the period(s)--if any--for which the instrument may be extended/renewed. Maximum term does not apply to ingrants without an expiration date (i.e. indefinite/open-ended agreement).

SOURCES OF DATA:

1. Ingrant instrument.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Enter the maximum term (years) for the ingrant from SOURCE.
- b. Leave blank for ingrants without an expiration date.

2. ***CHANGES:***

- a. Enter new maximum term when ingrant is re-negotiated or renewed.

CHECKS: ***MAX. LENGTH:*** 2 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. If entry is blank, DE 212 must be N/A.

NFADB DATA ELEMENT NO. 214

NAME: OUTGRANT CONTRACT NUMBER

ABBREVIATION: OTG-CNT-NUM

DEFINITION:

"Outgrant Contract Number" is the identifying number of the Navy contract outgranting a Class 1 or Class 2 facility or a portion of a facility.

SOURCES OF DATA:

1. Outgrant instrument.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Determine the contract/document number from SOURCE above.
 - b. Do not enter the dash marks or spaces used to separate a set of characters within the contract number.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections.

CHECKS: ***MAX. LENGTH:*** 15 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. Must be transacted if DE 222 (Outgrant ID) has entry.

NFADB DATA ELEMENT NO. 215

NAME: OUTGRANTEE NAME

ABBREVIATION: OTG-OGE-NME

DEFINITION:

"Outgrantee Name" is the name of the individual, business firm, or agency (Federal, State, Local, and other) to whom a Navy facility or portion thereof is outgranted.

SOURCES OF DATA:

1. Outgrant instrument.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE, determine the outgrantee name.
- b. Abbreviate the name not to exceed 25 characters, if necessary.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections or to indicate termination of the outgrant.

CHECKS: ***MAX. LENGTH:*** 25 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. Must be transacted if DE 222 (Outgrant ID) has entry.

NFADB DATA ELEMENT NO. 216

NAME: OUTGRANTEE TYPE

ABBREVIATION: OTG-TYP

DEFINITION:

"Outgrantee Type" specifies the type of outgrantee to whom a facility or portion thereof is outgranted. (See page 216-A.)

SOURCES OF DATA:

1. Outgrant instrument and code from DEFINITION.
2. Page 216-A.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE, determine the appropriate outgrantee type code.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections. Changes in outgrantee type indicate termination of the outgrant.

CHECKS:

MAX. LENGTH: 1

ALPHA/NUMERIC: NUMERIC

1. Must be a valid type code 2 through 8 and must be entered if DE 222 is transacted.

NFADB DATA ELEMENT NO. 216

DEFINITION: (CONTINUED)

<u>CODE</u>	<u>ABBREVIATION</u>	<u>TYPE</u>
2	ARMY	an Army Activity
3	AIR FORCE	an Air Force Activity
4	OTHER FED	A Non-DOD Federal Agency (e.g., Coast Guard)
5	OTHER GOV	A unit of state/local government (e.g., National Guard)
6	NON GOV	A non-governmental agency or firm (Credit Union, Telephone Company, etc.)
7	INDIVIDUAL	An individual
8	DEFENSE	DOD agency other than Army/Navy/Air Force (e.g., DOD Logistics Agency, DOD Communications Agency DOD Intelligence Agency)

NFADB DATA ELEMENT NO. 217

NAME: OUTGRANTEE EFD ORIG CONTRACT NUMBER

ABBREVIATION: OTG-EFD-CNT-NUM

DEFINITION:

"Outgrantee EFD Original Contract Number" is the number that identifies the original contract number of an outgrant.

SOURCES OF DATA:

1. Information is obtained from the original contract or some other related document.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Enter the contract number that appears on the outgrant document.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections.

CHECKS: ***MAX. LENGTH:*** 15 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. Do not enter the dash marks or spaces used to separate a set of characters within a contract number.

NFADB DATA ELEMENT NO. 222

NAME: OUTGRANT REFERENCE IDENTIFIER

ABBREVIATION: OTG-REF-OTG-IDR

DEFINITION:

"Outgrant Reference Outgrant Identifier" is a dual purpose-coding device, which is used (1) to identify the Outgrant Record (OR) which reports the outgranting of a Navy owned/ingranted land or facility, or a portion thereof, and (2) to identify the outgrantee as a user of a reported facility of land.

SOURCES OF DATA:

1. Derived from judgment.
2. Property Record number index provided by NITC.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. The initial outgrant on any one owned or ingranted facility is to be identified with the code "AA".
- b. Subsequent outgrants are to be identified with a code in sequence from the series of alphabetic codes "AA" through "ZZ" as follows: AA, AB, AC.....ZZ.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections to a code or when canceling an outgrant.

CHECKS:

MAX. LENGTH: 2 ALPHA/NUMERIC: ALPHA

1. Must be a two alphabetic character (AA through ZZ) set, e.g. AA, AB, AC.....ZZ, that does not duplicate an identifier previously processed for the same property record.

NFADB DATA ELEMENT NO. 224

NAME: TYPE OF OUTGRANT INSTRUMENT

ABBREVIATION: OTG-IST

DEFINITION:

"Type of Outgrant Instrument" specifies the kind of outgrant instrument that is applicable to the outgrant being reported. (See page 224-A.)

SOURCES OF DATA:

1. Outgrant instrument.
2. Page 224-A.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. From SOURCE, apply the type of outgrant instrument code.
2. **CHANGES:**
 - a. No changes are necessary. Changes indicate a termination of the outgrant.

CHECKS: **MAX. LENGTH:** 1 **ALPHA/NUMERIC:** NUMERIC

1. Must be numeric code 1 through 7.
2. Must be transacted if DE 222 (Outgrant ID) has entry.

NFADB DATA ELEMENT NO. 224

DEFINITION: (Continued)

<u>CODE</u>	<u>ABBREVIATION</u>	<u>REMARKS</u>
1	OUTLEASE	Lease from Navy to the outgrantee entered in DE 216.
2	USE AGRMT	Agreement in which Navy is host to the non-DOD Federal agency entered in DE 216.
3	OTHER AGRMT	Types of outgrant instruments otherwise not listed herein.
4	LICENSE/PERMIT	License or permit from Navy to the outgrantee entered in DE 216.
5	OUTEASMT	Easement from Navy to the outgrantee entered in DE 216.
6	HOST TENANT	Host tenant real estate agreement in which Navy is the host and the tenant is the non-Navy DOD activity/command entered in DE 216 (excludes intra-Navy agreements).
7	PL AGRMT	Pole line agreement with any OUTGRANTEE, other than a Federal agency, in which Navy grants the right to mount and maintain a utility line or lines on Navy owned utility poles.

NFADB DATA ELEMENT NO. 225

NAME: RENT RECEIVED

ABBREVIATION: OTG-RRC

DEFINITION:

"Rent Received" is the actual dollar amount of annual rental scheduled to be received by Navy, at the current rate of exchange, for outgranted facilities; or the estimated dollar amount of rental scheduled to be realized under the rental terms of the outgrant instrument in instances when those terms are flexible and are related to the outgrantee's use of, or production in, the outgranted facility.

SOURCES OF DATA:

1. Outgrant instrument.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Determine the annual rental amount from SOURCE and enter in first 8 positions of data field. If outgrant is rent-free, enter "0".
- b. If annual rental amount is estimated because of flexible terms, enter "E" for estimate in 9th position of data field.
- c. For multiple facility outgrants, select a "Key" facility and enter the total annual rental on the record for this facility.
- d. For other than the "Key" facility on multiple facility outgrants, enter zeroes and an "R" (for ref OR) in the 9th position of the data field. (A = Actual, E = Estimated, F = Free Rent, R = Reference PR Number in DE 225 is Xerox, Spaces = Spaces allowed if DE 225 is blank.)

2. ***CHANGES:***

- a. Changes are made based upon renewal of outgrant or corrections.

NFADB DATA ELEMENT NO. 225 (con't)

CHECKS: ***MAX. LENGTH:*** 8 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. Must contain an entry if DE 222 (Outgrant ID) is transacted.
2. First 8 characters must be numeric and last character must be A, E, F, R, or blank.

NFADB DATA ELEMENT NO. 226

NAME: REFERENCE OUTGRANT RECORD

ABBREVIATION: OTG-REF-PTY-NUM

DEFINITION:

"Reference Outgrant Record" is the number of the outgrant record on which the total rent can be identified with each of the facilities. The number consists of the applicable Property Record number and the outgrant identifier.

SOURCES OF DATA:

1. Outgrant and Property Records.
2. Outgrant instrument.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. If the outgrant being reported is for a single facility, enter zeroes.
- b. If the outgrant being reported covers multiple facilities, enter zeroes only for the "Key" facility selected. For other than the "Key" enter zero on the record of the facility, enter the property Record number and outgrant identifier of the "Key" facility. See DE 225, Rent Received.

2. ***CHANGES:***

- a. If the "Key" facility is changed, enter zero on the record of the newly selected facility and the Property Record number and outgrant identifier of the new "Key" facility on records of other facilities under the multiple facility outgrant.

CHECKS: ***MAX. LENGTH:*** 8 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. First 6 characters are numeric and last 2 are alphabetic.
2. If DE 225 is numeric, this field must be SPACES.
3. If DE 225 is zeroes and the last character is an "R", this field must be filled.

NFADB DATA ELEMENT NO. 227

NAME: COST REFERENCE DOCUMENT NUMBER

ABBREVIATION: CRDN

DEFINITION:

"Cost Reference Document Number" is the job order or contract number of the document(s) from which facility cost data is extracted for entry to property records. The numbers are used by Plant Property Accounting Activities (PPA) to reconcile facility cost changes on Class 1 and 2-property record with cost documents passing through the Department of Navy accounting system.

SOURCES OF DATA:

1. NAVCOMPT Form 621
2. Job and purchase order records
3. Fund ID from the EFD Finance & Accounting Division.

INSTRUCTIONS:

1 ***NEW RECORDS:***

a. For MCON funded Construction and land acquisitions, the Regional Commander/Stand Alone Activities will enter the associated NCF 621 numbers to the NFADB for Navy activities. For Marine Corps, the Activity will enter the associated NCF 621 numbers to the NFADB.

b. For other than MCON funded construction and land acquisitions, the Regional Commander/Stand Alone Activity will enter the associated job and/or purchase order numbers to the NFADB.

2. ***CHANGES:***

- a. Same as for new records.

CHECKS: ***MAX. LENGTH:*** 15 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. Appears only on the NFADB Transaction Ledger with associated cost changes. Data element does not appear on a property record. After transfer to the Transaction Ledger, this DE will default to spaces.

NFADB DATA ELEMENT NO. 229

NAME: EFFECTIVE DATE OUTGRANT

ABBREVIATION: OTG-EFF-DTE

DEFINITION:

"Effective Date - Outgrant" is the date (e.g., 30 SEP 19XX) when an outgrant became effective, or is to become effective. The effective date need not be the date on which the instrument was agreed to, signed or approved.

SOURCES OF DATA:

1. Outgrant instrument.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. From source, obtain the date that the outgrant is or is to be effective.

2. **CHANGES:**

- a. Enter new effective date when outgrant is renewed.

CHECKS: **MAX. LENGTH:** 9 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. The first 4 digits must be the 4 digit year, e.g. 19XX; the next 2 digits must be the month (01-12); and the last 2 digits must be the day, (01-31).

NFADB DATA ELEMENT NO. 230

NAME: EXPIRATION DATE - OUTGRANT

ABBREVIATION: OTG-EPN-DTE

DEFINITION:

"Expiration Date - Outgrant" is the date (e.g., 30 SEP 19XX) when an outgrant is to expire.

SOURCES OF DATA:

1. Outgrant instrument.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. From the source obtain the date that the outgrant is to expire.
- b. If an expiration date is not specified, enter N/A in place of the month.

2. **CHANGES:**

- a. Enter new expiration date when outgrant is renewed.

CHECKS: **MAX. LENGTH:** 9 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. The first 4 digits must be the 4 digit year, e.g. 19XX; the next 2 digits must be the month (01-12); and the last 2 digits must be the day (01-31).

NFADB DATA ELEMENT NO. 231

NAME: MAXIMUM TERM - OUTGRANT

ABBREVIATION: OTG-MXM-TERM

DEFINITION:

"MAXIMUM TERM - OGTGRANT" defines the longest period of time (in years) allowed by the outgrant instrument. This is the sum of the interval between the effective date and the expiration date, and the period, if any, for which the instrument may be extended or renewed.

SOURCES OF DATA:

1. Outgrant instrument

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Enter the maximum term (years) for the outgrant from SOURCE.
- b. Leave blank for outgrants without an expiration date.

2. ***CHANGES:***

- a. Enter new maximum term when outgrant is re-negotiated or renewed.

CHECKS: ***MAX. LENGTH:*** 2 ***ALPHA/NUMERIC:*** NUMERIC

1. Must not be used if DE 230 is "N/A".

NFADB DATA ELEMENT NO. 232

NAME: COST CHANGE EFFECTIVE DATE

ABBREVIATION: COS-EFF-DTE

DEFINITION:

"Cost Change Effective Date" (e.g. 30 SEP 19XX), is the date associated with a cost correction, capital improvement, or acquisition cost. It is the date that the cost was incurred and is recorded so that current dollar amounts can properly be converted to constant dollar amounts.

SOURCES OF DATA:

1. EFD contract/project records.
2. Activity project records.
3. EFD Real Estate Division records.
4. DD Form 1354, Transfer and Acceptance of military real property.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Enter the date from the items listed in SOURCES.

2. ***CHANGES:***

- a. Enter the date from the items listed in SOURCES.

CHECKS:

MAX. LENGTH: 8

ALPHA/NUMERIC: NUMERIC

1. First 4 digits are the 4-digit year, e.g. 19XX; next 2 digits are month, (01-12) and the last 2 digits are the date (01-31).
2. Appears only on the NFADB Transaction Ledger with associated cost changes. Data element does not appear on a property record. After transfer to the Transaction Ledger, this DE will default to space.

NFADB DATA ELEMENT NO. 233

NAME: INGRANT EFD ORIGINAL CONTRACT

ABBREVIATION: ING-EFD-CNT

DEFINITION:

"Ingrant EFD Original Contract Number" identifies a license issued for an ingrant.

SOURCES OF DATA:

1. EFD Real Estate Division .
2. EFD Facilities Planning Division .

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Enter the effective date of the ingrant.
- b. Determine the contract/document number from SOURCE above.
- c. Do not enter the dash marks or spaces used to separate a set of characters within the contract number.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections.

CHECKS: None ***MAX. LENGTH:***15 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. No embedded dashes or spaces.

NFADB DATA ELEMENT NO. 234

NAME: INGRANT LESSOR NAME

ABBREVIATION: ING-LES-NME

DEFINITION:

"Ingrant Lessor Name" is the name of the property owner from which the Navy is leasing Class 1 or 2 real property.

SOURCES OF DATA:

1. Ingrant instrument..

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Enter the ingrant lessor name from SOURCE.

- 1b. **OLD RECORDS:**

- b. Enter the ingrant lessor name from SOURCE.

2. **CHANGES:**

- a. No changes are necessary except to make corrections.

CHECKS: None **MAX. LENGTH:** 15 **ALPHA/NUMERIC:** ALPHA

NFADB DATA ELEMENT NO. 235

NAME: INGRANT APPRAISED/ESTIMATED INDICATOR

ABBREVIATION: ING-APS-EST-IND

DEFINITION:

"Ingrant Appraised/Estimate Indicator" is a one-character field, which indicates whether the appraised estimate is actual or estimated. Entry must be an "A" or "E" when ING-APS-EST-VAL is transacted. Entry must be a space when ING-APS-EST-VAL is blank or spaces.

SOURCES OF DATA:

1. EFD Real Estate Division.
2. EFD Facilities Planning Division for estimates.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Determine the appraised or estimated value from SOURCE and enter appropriate amount for all ingranted facilities, and facilities which have been outgranted to outgrantee types coded 5, 6, or 7 in DE 216.
- b. Enter "A" in last position of field if appraised value is based on appraisal, enter "E" if value is based on an estimate.

2. ***CHANGES:***

- a. Updated appraisals/estimates are to be provided by SOURCE at the time of renewal for ingrants and outgrants.

CHECKS: None ***MAX. LENGTH:*** 1 ***ALPHA/NUMERIC:*** ALPHA

1. The alpha character must be an "A" or "E".
2. Must be entered if entry in DE 204 is zero or spaces.

NFADB DATA ELEMENT NO. 236

NAME: INGRANT RENT PAID VALUE

ABBREVIATION: ING-RPD-VAL

DEFINITION:

"Ingrant Rent Paid Value" is the dollar amount of annual rental scheduled to be paid, at the current rate of exchange, for ingrant facilities; or "Accommodation Charges" or similar/equivalent charges to be paid to foreign governments under terms of Foreign Military Rights Agreement.

SOURCES OF DATA:

1. Ingrant instrument for the property in question.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. For a single ingrant, enter the annual rental paid.
- b. For multiple ingrant facilities, Class 1 and/or 2, select a "key" facility and enter the annual rental paid on the record for this facility.
- c. For other than the "key" facility on multiple ingrants, enter N/A.
- d. For rent-free facilities, enter 0 (zero).

2. **CHANGES:**

- a. No changes are necessary except for corrections or when the lease is renegotiated and annual rental changes.
- b. For multiple ingrants, if the "key" facility is changed, enter the rental paid on another selected "key" facility. For the facilities that are NOT the "key" facilities on multiple ingrants, enter N/A.

CHECKS:

MAX. LENGTH: 8 **ALPHA/NUMERIC:** NUMERIC

1. Must be transacted if first position of DE 201 is a "2".

NFADB DATA ELEMENT NO. 237

NAME: OUTGRANT RENT RECEIVED INDICATOR

ABBREVIATION: OTG-RRC-IDR

DEFINITION:

"Outgrant Rent Received Indicator" is a one-character field, which indicates whether the rent received is actual, estimated, or free.

SOURCES OF DATA:

1. Outgrant instrument.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Determine the annual rental amount from SOURCE and enter in first 8 positions of data field. If outgrant is rent-free, enter "0".
- b. If annual rental amount is estimated because of flexible terms, enter "E" for estimate.
- c. For multiple facility outgrants, select a "key" facility and enter the total annual rental on the record for this facility.
- d. For other than the "key" facility on multiple facility outgrants, enter zeroes and an "R" (for ref OR) in the 9th position of the data field. (A= Actual, E=Estimated, F= Free Rent, R= Reference PR Number in DE 225 is zero, S= Spaces allowed if DE 225 is blank.)

2. ***CHANGES:***

- a. Changes are made based upon renewal of outgrant or corrections.

CHECKS:

MAX. LENGTH: 1 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. Must contain an entry if DE 222 (Outgrant ID) is transacted.
2. First character must be numeric and last character must be A, E, F, R, or blank.

NFADB DATA ELEMENT NO. 301

NAME: FACILITY LENGTH

ABBREVIATION: FTY-LTH

DEFINITION:

"Facility Length" is the outside measurement (to the nearest linear foot) of the longer dimension of buildings/structures. This field is an English and Metric measurement.

SOURCES OF DATA:

1. Engineering drawings.
2. Field measurements.

INSTRUCTIONS:

1. ***NEW RECORDS:***

a. From SOURCE, and with the use of Appendix "C", determine the length of all buildings and only those structures for which NAVFAC P-72 requires an area measure in square feet (SF). Report length in whole numbers; no decimals can be entered.

b. Leave field blank if length is not an appropriate measurement. When English measurement is entered, the Metric measurement is calculated automatically and vice versa.

2. ***CHANGES:***

- a. When a previously reported length has been increased or decreased, enter the new length.

CHECKS:

MAX. LENGTH: 7

ALPHA/NUMERIC: NUMERIC

1. Must be numeric.
2. Must be entered for all owned buildings and for those structures where P-72 requires an area measure in SF.
3. An increase or decrease in length resulting in a change of total square feet must be reflected in DE 304.

NFADB DATA ELEMENT NO. 302

NAME: FACILITY WIDTH

ABBREVIATION: FTY-WTH

DEFINITION:

"Facility Width "is the outside measurement (to the nearest linear foot) of the shorter dimension of buildings/structures. This field is an English and Metric measurement.

SOURCES OF DATA:

1. Engineering drawings.
2. Field measurements.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE and with the use of Appendix "C", determine the width of buildings and only those structures for which NAVFAC P-72 requires an area measure in square feet (SF). Report width in nearest rounded whole number, no decimals.
- b. Leave field blank if width is not an appropriate measurement, e.g., circular facilities.

2. ***CHANGES:***

- a. When a previously reported width has been increased or decreased enter the new width.

CHECKS:

MAX. LENGTH: 5

ALPHA/NUMERIC: NUMERIC

1. Must be numeric.
2. Must be entered for all owned buildings and for those structures where P-72 requires an area measure in SF.
3. An increase or decrease in width resulting in a change of total square feet must be reflected in DE 304.

NFADB DATA ELEMENT NO. 303

NAME: FACILITY HEIGHT

ABBREVIATION: FTY-HGT

DEFINITION:

"Facility Height" is the vertical measurement (to the nearest linear foot) between the lower most and uppermost points of a building or structure. This field is an English and Metric measurement.

SOURCES OF DATA:

1. Engineering drawings.
2. Field measurements.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE and with the use of Appendix "C", determine the height of buildings and all other Class 2 facilities where height is an appropriate measurement.
- b. Leave field blank if height is not an appropriate measurement.

2. ***CHANGES:***

- a. When a previously reported height has been increased or decreased, enter the new height.

CHECKS:

MAX. LENGTH: 4

ALPHA/NUMERIC: NUMERIC

1. Must be entered for all owned buildings.

NFADB DATA ELEMENT NO. 304

NAME: AREA

ABBREVIATION: FTY-ARA

DEFINITION:

1. "Facility Area" applies to the measurement of a Class 2 facility.
(Buildings – square foot; Structures - linear feet & Pavement – square yards)
2. Attics, mezzanines, and basements are included only when converted to usable space.
3. Loading platforms (roofed or not) are included "Area" only when converted to useable space.

SOURCES OF DATA:

1. Engineering drawings.
2. Field measurements.
3. NAVFAC P-72.
4. NAVFAC P-80
5. MILHAND 11010

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Area measure for all buildings is an OSD requirement.
- b. From SOURCE, determine the total area (outside measurement) of the Class 2 facility.
- c. If area measurement is not appropriate, leave field blank.
- d. The unit of measure for area is found in DE 308.
- e. See Appendix "C" for the area of a circular facility.

2. **CHANGES:**

- a. When a previously reported area has been increased or decreased, enter the new area.
- b. Enter increased or decreased area to appropriate DE's 515, 518, and 521.

CHECKS:

MAX. LENGTH: 8

ALPHA/NUMERIC: NUMERIC

1. Must be equal to the sums of DE's 515, 518, and 521 for all USES and USERS if facility is an owned or leased building.
2. Must be entered if entry in DE 006 is "BUILDING".

NFADB DATA ELEMENT NO. 305

NAME: NUMBER OF STORIES

ABBREVIATION: FTY-QTY-STOS

DEFINITION:

"Number of Stories" refers to the successive floors (including split levels) of a building, excluding attic/basement/mezzanine/penthouse. Split-level areas are considered "floors".

SOURCES OF DATA:

1. Engineering drawings
2. Field observation.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE, determine the number of stories in a building.
- b. Leave field blank for structures and utilities.

2. ***CHANGES:***

- a. Enter the new number of stories when the number of stories is increased or decreased.

CHECKS:

MAX. LENGTH: 2

ALPHA/NUMERIC: NUMERIC

1. Must be greater than "0" and less than "50".
2. Must be transacted if entry in DE 006 is an owned "BUILDING".

NFADB DATA ELEMENT NO. 307

NAME: IRREGULAR-SHAPE FACILITY CODE

ABBREVIATION: IRG-CDE

DEFINITION:

"Irregular-Shape Facility Code" is a "Yes/No" indicator when the prime unit of measure for a building or structure is expressed in square feet. A facility is regularly shaped when its plan consists of four sides at right angles to one another. Minor recesses or projections such as architectural features to improve appearances or to add structural stability to buildings can be ignored insofar as building shape (regular/irregular) is concerned.

SOURCES OF DATA:

1. Engineering drawings.
2. Field measurement.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE and with the use of Appendix "C", determine whether a building or structure is irregular in shape based upon definition and enter "N" for no and "Y" for yes.
- b. Leave blank for facilities that do not have measurement expressed in square feet.

2. ***CHANGES:***

- a. Changes are necessary when additions and/or deletions to a building or structure change the shape from one classification to the other.

CHECKS:

MAX. LENGTH: 1

ALPHA/NUMERIC: ALPHABETIC

1. Must be "Y" or "N".

NFADB DATA ELEMENT NO. 308

NAME: AREA UNIT OF MEASURE

ABBREVIATION: FTY-ARA-UM

DEFINITION:

"Area Unit of Measure" is the unit of measure used in quantifying the total area (DE 304) of a facility (buildings and structures only). The "Area Unit of Measure" is expressed in abbreviated form (SF for square feet and SY for square yards).

SOURCES OF DATA:

1. NAVFAC P-72.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. If facility is a "building" enter SF.
- b. If facility is a "structure" enter SF, SY or spaces as appropriate.
- c. Leave blank if facility is a "utility".

2. **CHANGES:**

- a. If facility type is changed, enter appropriate unit of measure change.

CHECKS:

MAX. LENGTH: 2

ALPHA/NUMERIC: ALPHA

1. Entry is required to be SF if DE 006 is equal to "2". (Owned or Leased)
2. Entry must be either SF, SY or spaces if DE 006 is equal to "3". (Owned or Leased)
3. Entry must be blank if DE 006 is equal to "4".

NFADB DATA ELEMENT NO. 351

NAME: IMPROVED ACRES

ABBREVIATION: IPV-ACE

DEFINITION:

"Improved Acres" is the area of improved grounds within the recorded boundary of a Class 1 facility. Improved grounds are those areas, which receive intensive horticultural development and maintenance care. Examples of improved grounds include lawns, flower and ornamental shrub planting areas, parade grounds, drill fields, athletic fields, cemeteries, golf course greens, tees and fairways and similar areas.

SOURCES OF DATA:

1. General Development or Existing Conditions Map.
2. The activity's Public Works Department and/or the Public Works Center servicing the activity.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE, determine the amount of improved acreage based on DEFINITION.
- b. When there are no improved acres, the entry should be "0".
- c. An entry is required for all Class 1 facilities.

2. ***CHANGES:***

- a. Changes are necessary to report additions or deletions to improved acreage.
- b. Changes should be reported by the reporting activity when land use is changed.

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate ACRES in whole numbers and last 2 positions indicate hundredths (Decimal).
2. Must contain an entry if DE 001 begins with "1" (LAND).
3. Sums of DE's 351, 352, 353, 354 MUST equate to DE 355, TOTAL ACRES.

NFADB DATA ELEMENT NO. 352

NAME: SEMI-IMPROVED ACRES

ABBREVIATION: SEM-IPV-ACE

DEFINITION:

"Semi-Improved Acres" is the area of semi-improved grounds within the recorded boundary of a Class 1 facility. Semi-improved acres are those grounds, which receive less intensive horticultural development and maintenance care than improved grounds (e.g., providing a cover crop for erosion control, and to eliminate fire hazards). Examples of semi-improved grounds include airfields, small arms ranges, ammunition and other storage areas, some golf course roughs and similar areas.

SOURCES OF DATA:

1. General Development or Existing Conditions Map.
2. The activity's Public Works Department and/or the Public Works Center servicing the activity.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE, determine the amount of semi-improved acreage based on DEFINITION.
- b. Where there are no semi-improved acres, the entry should be "0".
- c. An entry is required for all Class 1 entries.

2. ***CHANGES:***

- a. Changes are necessary to report additions or deletions to semi-improved acreage.
- b. Changes should be reported by the reporting activity when land use is changed.

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate ACRES in whole numbers and last 2 positions indicate hundredths (Decimal).
2. Must contain an entry if DE 001 begins with "1" (LAND).
3. Sums of DE's 351, 352, 353, 354 MUST equate to DE 355, TOTAL ACRES.

NFADB DATA ELEMENT NO. 353

NAME: UNIMPROVED ACRES

ABBREVIATION: UNIPV-ACE

DEFINITION:

"Unimproved Acres" is the area of unimproved grounds within the recorded boundary of a Class 1 facility. Unimproved acres are those grounds operated as agricultural acres, grazing areas, wooded areas, swamps, marshes, deserts, tundra, rocky/barren land, etc. Unimproved acres do not include submerged areas.

SOURCES OF DATA:

1. General Development or Existing Conditions Map.
2. The activity's Public Works Department and/or the Public Works Center servicing the activity.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE, determine the amount of unimproved acreage based on DEFINITION.
- b. Where there are no unimproved acres, the entry should be "0"
- c. An entry is required for all Class 1 facilities.

2. ***CHANGES:***

- a. Changes are necessary to report additions or deletions to unimproved acreage.
- b. Changes should be reported by the reporting activity when land use is changed.

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate ACRES in whole numbers and last 2 positions indicate hundredths (Decimal).
2. Must contain an entry if DE 001 begins with "1" (Land).
3. Sums of DE's 351, 352, 353, 354 MUST equate to DE 355, TOTAL ACRES.

NFADB DATA ELEMENT NO. 354

NAME: OTHER ACRES

ABBREVIATION: OTH-ACE

DEFINITION:

"Other Acres" is the area of "other" land, i.e., land for which a reporting activity is responsible, and which is not considered to be "Improved," "Semi-Improved," or "Unimproved"; e.g. , land areas occupied by buildings and structures, utilities visible above ground, and reportable land areas which are submerged.

SOURCES OF DATA:

1. General Development or Existing Conditions Map.
2. The activity's Public Works Department or the Public Works Center servicing the activity.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE, determine the amount of other acreage (AC) based on DEFINITION.
- b. Where there are no other acres, the entry should be "0".
- c. An entry is required for all Class 1 facilities.

2. ***CHANGES:***

- a. Changes are necessary to report additions or deletions to other acreage.
- b. Changes should be reported by the land holding activity when land use is changed.

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate ACRES in whole numbers and last 2 positions indicate hundredths (Decimal).
2. Must contain an entry if DE 001 begins with "1" (Land).
3. Sums of DE's 351, 352, 353, 354 MUST equate to DE 355, TOTAL ACRES.

NFADB DATA ELEMENT NO. 355

NAME: TOTAL ACRES

ABBREVIATION: TOT-ACE

DEFINITION:

"Total Acres" (NFA & Metric) is the total area of all the land within the recorded boundary of a Class 1 facility, i.e., the sum of the "Improved", "Semi-Improved", "Unimproved", and "Other" areas.

SOURCES OF DATA:

1. The General Development or Existing Conditions Map.
2. The activity's Public Works Department and/or the Public Works Center servicing the activity.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. From SOURCE, determine the amount of total acreage based on DEFINITION.
 - b. An entry is required for all Class 1 facilities.
2. **CHANGES:**
 - a. Changes are necessary to report additions or deletions to total acres.

CHECKS: **MAX. LENGTH:** 10 **ALPHA/NUMERIC:** NUMERIC

1. First 8 positions indicate ACRES in whole numbers and last 2 positions indicate hundredths (Decimal).
2. Must contain an entry if DE 001 begins with "1" (Land).
3. Sums of DE's 351, 352, 353, 354 MUST equate to this DE.

NFADB DATA ELEMENT NO. 401

NAME: YEAR BUILT

ABBREVIATION: FTY-YR-BLT

DEFINITION:

"Year Built" is the century and year, e.g., 19XX, when the initial construction of a Class 2 facility was completed. Where not available, a "best estimate" is used.

SOURCES OF DATA:

1. "As built" drawings for the facility.
2. OICC/ROICC or Engineering/Design Division of the activity's Public Works Department or Public Works Center servicing the activity.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE, determine the year built, otherwise enter best estimate.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections.

CHECKS: ***MAX. LENGTH:*** 4 ***ALPHA/NUMERIC:*** NUMERIC

1. Cannot be subsequent to current year.
2. This is a required field if DE 001 begins with "2".

NFADB DATA ELEMENT NO. 402

NAME: CONSTRUCTION TYPE CODE

ABBREVIATION: CON-TYP

DEFINITION:

"Construction Type Code" is one of the three coded types of construction of a Class 2 facility which best describes its type of construction. (See page 402-A.)

SOURCES OF DATA:

1. Engineering drawings of the Engineering/Design Division of the reporting activity's Public Works Department or the Public Works Center servicing the activity.
2. Page 402-A.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE, determine which term in DEFINITION best describes the type of construction for Class 2 facilities.

2. ***CHANGES:***

- a. If necessary, make appropriate change from SOURCE based upon DEFINITION.

CHECKS:

MAX. LENGTH: 1

ALPHA/NUMERIC: ALPHABETIC

1. Must be P, S or T for Class 2 facilities only.

NFADB DATA ELEMENT NO. 402

DEFINITION: (CONTINUED)

<u>CODE</u>	<u>TERM</u>	<u>DEFINITION</u>
*P	PERMANENT	A facility constructed with a highly durable exterior structural framing of substantial building materials such as masonry, concrete or steel finished interior (where normally applicable); and expected to be useful for its designed function with minimum maintenance for a period of at least 50 years.
*S	SEMI-PERMANENT	A facility constructed with: a moderately durable exterior structural framing of substantial building materials such as masonry, concrete or steel; interior finished or unfinished; and expected to be useful for its designed function with moderate or high maintenance for 25 years, but not less than 10 years.
*T	TEMPORARY	A facility constructed with a non-durable exterior structural framing of lesser grades such as wood or light gauge steel; non-existing or low grade interior finishes and expected to provide minimum facilities for 5 years without regard to the degree of maintenance.

*DOD Instruction 4165.XX (latest edition has not been officially released) explains the various types of construction for facilities.

NFADB DATA ELEMENT NO. 403

NAME: YEAR OF LAST CAPITAL IMPROVEMENT

ABBREVIATION: FTY-YR-IPV

DEFINITION:

"Year of Last Capital Improvement" indicates when (century and year) the last capital improvement to a facility was completed.

SOURCES OF DATA:

1. Construction contract or job order documents.
2. "As built" drawings of the facility.

INSTRUCTIONS:

1. ***NEW RECORDS:***

a. Not applicable to new records except for reassignments. If this DE is filled on a record of a losing activity, it will be filled on the record of the gaining activity by computer processing.

2. ***CHANGES:***

a. When entering a capital improvement to the Cost Transaction screen this field defaults to the Cost Effective date (DE 232).

b. This field can be manually modified.

CHECKS:

MAX. LENGTH: 4

ALPHA/NUMERIC: NUMERIC

1. Cannot be subsequent to current year.
2. Cannot be prior to year built, DE 401.

NFADB DATA ELEMENT NO. 404

NAME: ATTIC, BASEMENT, MEZZANINE, and PENTHOUSE CODE

ABBREVIATION: BLD-ABMP-CDE

DEFINITION:

"Attic/Basement/Mezzanine/Penthouse Code (ABMP Code)" indicates whether a building includes space, usable or unusable, consisting of an attic, basement, mezzanine, and/or penthouse. (See page 404-A.).

SOURCES OF DATA:

1. "As built" drawings of the facility.
2. Engineering/Design Division of the activity's Public Works Department or Public Works Center servicing the activity.
3. Page 404-A.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE, determine whether a building contains an attic, basement, mezzanine, and/or penthouse and make appropriate entries (A, B, M, and/or P).
- b. Leave blank if ABMP code is not applicable.

2. ***CHANGES:***

- a. Changes are necessary to report additions and/or deletions of attic, basement, mezzanine or penthouse.

CHECKS:

MAX. LENGTH: 4

ALPHA/NUMERIC: ALPHABETIC

1. May contain any combination of "A", "B", "M" or "P" without duplication.

NFADB DATA ELEMENT NO. 404

DEFINITION: (CONTINUED)

CODE

ITEM

A

Attic

B

Basement

M

Mezzanine

P

Penthouse

NFADB DATA ELEMENT NO. 409

NAME: CURRENT PROJECT NUMBER

ABBREVIATION: CUR-PRJ

DEFINITION:

"Current Project Number" is a unique number assigned by an activity to a facilities project funded by Military Construction (MCON, MCNR) or Minor Construction funds. The number serves as a permanent identification of the project from planning through programming, funding, construction, and reporting to the Navy Facility Assets database (NFADB).

SOURCES OF DATA:

1. Project documentation.
2. Activity's Public Works Department or Public Works Center servicing the activity.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE determine the appropriate project identification number under which the facility was constructed.
- b. Leave blank if project identification number is not applicable.
- c. Do not enter dash marks or spaces used to separate a set of characters within the project number.

2. ***CHANGES:***

- a. This DE cannot be changed.

CHECKS: ***MAX. LENGTH:*** 9 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. Entry is required if DE 201 Estate Code is "11" or "12".

NFADB DATA ELEMENT NO. 410

NAME: HISTORIC INDICATOR

ABBREVIATION: HIS-IDR

DEFINITION:

"Historic Indicator" code designates properties, which meet the criteria for listing on the National Register of Historic Places (NRHP). These include districts, sites, buildings structures, and objects significant in American history, architecture, archaeology, engineering, and culture. Several types of historic indicators exist. "**Register**" designates property that are eligible for or is listed on the National Register of Historic Places. It may be listed individually or as part of a historic district. Buildings or structures within a historic district may have varying degrees of significance. "**Major**" designates contributing buildings or structures of major significance. "**Minor**" designates contributing buildings or structures of minor significance, and "**Noncontributing**" designates noncontributing buildings or structures, which are located in a historic district. "**Archaeological**" designates land, which contains or may contain archaeological resources.

SOURCES OF DATA:

1. National Register of Historic Places.
2. Liaison officers for historic preservation for states and territories.
3. EFD Facilities Planning Department (Code 09P).

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE, determine if the parcel of land; building or structure has historical significance and enter appropriate code from DEFINITION if applicable.
- b. Leave blank if historic indicator is not applicable.

2. ***CHANGES:***

- a. EFD Code 20 based upon review of SOURCE 1 or notification enters changes by SOURCE 2 or 3.
- b. Leave blank if historic indicator is not applicable.

CHECKS: ***MAX. LENGTH:*** 2 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. Must be code from Definition (Page 410 A).

NFADB DATA ELEMENT NO. 410

See allowable codes as follows:

<u>CODE</u>	<u>NAME</u>
A	Archaeological
MA	Major Significance
MI	Minor Significance
NC	Noncontributing
R	Register
SPACES	Acceptable for Non-Historic Buildings

NFADB DATA ELEMENT NO. 411

NAME: ORIGINAL PROJECT NUMBER

ABBREVIATION: ORI-PRJ-NUM

DEFINITION:

"Original Project Number" is the identifying number of the original project used to acquire a facility.

SOURCES OF DATA:

1. EFD contract/real estate document.
2. EFD Real Estate Division .
3. EFD Facilities Planning Division .

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Enter the date of the original project number.
- b. Do not enter the dash marks or spaces used to separate a set of characters within the project number.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections.

CHECKS: ***MAX. LENGTH:*** 9 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. Must be entered if DE 202 (ACQ CNT) has entry.

NFADB DATA ELEMENT NO. 501

NAME: FACILITY USE

ABBREVIATION: FTY-USE

DEFINITION:

"Facility Use" identifies the use of a Navy or Marine Corps facility (or portion thereof). "Facility Use" is either the standard description (nomenclature) of a facility category as it appears in NAVFAC P-72 or a locally derived (unique) description.

SOURCES OF DATA:

1. NAVFAC P-72.
2. Locally devised facility use description.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. If the standard description from NAVFAC P-72 is appropriate, leave this DE blank, the description will be computer generated based on the category code in DE 502.
- b. If a local description is appropriate, enter self-generated description.

2. ***CHANGES:***

- a. If facility use changes, a change to DE 502, Navy Facility Category Code will automatically change this DE to the standard description associated with the category code.
- b. If facility use changes, and a local description is appropriate, enter self-generated description.

CHECKS: NONE **MAX. LENGTH:** 26 **ALPHA/NUMERIC:** ALPHA/NUMERIC

NFADB DATA ELEMENT NO. 502

NAME: NAVY FACILITY USE CATEGORY CODE

ABBREVIATION: FTY-USE-CCN

DEFINITION:

"Navy Facility Use Category Code" is a numeric code used to identify a particular use of Navy or Marine Corps Class 2 real property (i.e., building, structure or utility). The first three digits of the code are a DOD standard; they specify the facility class, category group, and basic category; the fourth and fifth digits are added to provide more definitive categorization of the Navy's facilities.

SOURCES OF DATA:

1. NAVFAC P-72.
2. Engineering Evaluations performed by EFD or others.
3. Activity Public Works Department or Public Works Center serving the activity during continuous inspections (Ref. NAVFAC M0322)
4. Any other inspection performed by activity personnel.

INSTRUCTIONS:

1. ***NEW RECORDS:***
 - a. From SOURCE 1, select the category code, which most closely identifies the use of the facility.
 - b. As many uses as are applicable should be shown for each facility.
2. ***CHANGES:***
 - a. Changes are entered based upon the inspections conducted in SOURCE 2, 3 or 4.

CHECKS: ***MAX. LENGTH:*** 5 ***ALPHA NUMERIC:*** NUMERIC

1. Must be a valid category code in NAVFAC P-72.
2. Requires CNO approval to change UOPH/UEPH category codes to other than UOPH/UEPH codes.

NFADB DATA ELEMENT NO. 510

NAME: ACTIVITY IDENTIFIER FACILITY USER

ABBREVIATION: FTY-USR-UIC

DEFINITION:

"Activity Identifier/Facility User" is the identifier code of a Navy or Marine Corps activity or outgrantee who is a user of a facility (or part of a facility).

SOURCES OF DATA:

1. NAVCOMPT Manual, Volume 2, Chapter 5.
2. Master Activity General Information and Control (MAGIC) System.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Enter the User's UIC.
- b. Enter the Activity UIC if there is no actual User (vacant space).

2. ***CHANGES:***

- a. Changes are made based upon changes in utilization or space assignments.
- b. The total of the space assigned to USER's of a building must equal the total area of the building, DE 304.

CHECKS: ***MAX. LENGTH:*** 6 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. UIC must be in the MAGIC database or an Outgrant Identifier from DE 222.

NFADB DATA ELEMENT NO. 511

NAME: USE CHANGE DATE

ABBREVIATION: USE-CHG-DTE

DEFINITION:

"Use Change Date" is a computer-generated date, generated when a change has been made to the use/user combination, i.e. for that user UIC and CCN (Category Code Number) within the facility.

SOURCES OF DATA:

1. Computer generated

INSTRUCTIONS:

1. ***NEW RECORDS:***
2. ***CHANGES:***

CHECKS: ***MAX. LENGTH:*** 8 ***ALPHA/NUMERIC:*** NUMERIC

1. The first 4 digits are the 4 digit year, e.g. 19XX, the next 2 digits are the month (01-12), and the last 2 digits are the date (01-31).
2. The derived calculation logic: The NFADB System should update with current date whenever any status/utilization date element applying to a given use/user combination is changed.

NFADB DATA ELEMENT NO. 514

NAME: UTILITY FACILITY COST

ABBREVIATION: UTL-FTY-COS

DEFINITION:

"Utility Facility Cost" is the cost (in full dollars) to the U.S. Government of a utility, or portion thereof, that is reported as a separate use; it includes acquisition cost, plus all reportable capital improvement costs.

SOURCES OF DATA:

1. Job Order records in files of the activity's Public Works Department or the Public Works Center servicing the activity.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. This DE is used to report the cost of individual components (facility categories) of a utility system, e.g., pumping station, distribution lines and treatment facility, when the system as a whole is reported on one Property Record.
- b. Determine cost from SOURCE and enter appropriate amount.

2. **CHANGES:**

- a. Determine capital improvement costs from SOURCE and enter new total cost.
- b. Determine final construction project cost from SOURCE and enter adjusted cost.

CHECKS: **MAX. LENGTH:** 10 **ALPHA/NUMERIC:** NUMERIC

1. The sum of entries in DE 514 must equate to DE 204 (Government Cost).
2. This is a required field.

NFADB DATA ELEMENT NO. 515

NAME: QUANTITY ADEQUATE AREA MEASURE

ABBREVIATION: ADQ-ARA

DEFINITION:

"Quantity Adequate-Area Measure" is the capacity or size in area measure of a facility or portion thereof that is in adequate condition and associated with a designated function (use) and a designated user. Adequate is defined as being capable of supporting the designated function without a need for capital improvements.

SOURCES OF DATA:

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD or others.
5. Continuous Inspections performed by the activity's Maintenance Control Division or Public Works Center servicing the activity.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE 1 or 2, enter the adequate area of the facility or portion thereof using the unit of measure.

2. ***CHANGES:***

- a. From SOURCE 4 or 5, enter the new adequate area of the facility or portion thereof using the unit of measure from SOURCE 3.
- b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate whole numbers. The last 2 positions indicate hundredths (Decimal), to be used only when the unit of measure is acres (AC).
2. Must be entered if DE 006 is "BUILDING" and entries in DE 518 or 521 are BLANK.

NFADB DATA ELEMENT NO. 516

NAME: QUANTITY ADEQUATE OTHER MEASURE

ABBREVIATION: ADQ-OTH

DEFINITION:

"Quantity Adequate-Other Measure" is the capacity or size in other measure of a facility or portion thereof that is in adequate condition and associated with a designated function (use) and a designated user. Adequate is defined as being capable of supporting the designated function without a need for capital improvements.

SOURCES OF DATA:

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD or others.
5. Continuous Inspections performed by the activity's Public Works Department or Public Works Center servicing the activity.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE 1 or 2, enter the adequate capacity or size of the facility or portion thereof using the "OTHER" unit of measure from SOURCE 3.

2. ***CHANGES:***

- a. From SOURCE 4 or 5, enter the new adequate capacity or size of the facility or portion thereof using the "OTHER" unit of measure from SOURCE 3.
- b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

CHECKS: ***MAX. LENGTH:*** 10 ***ALPHA/NUMERIC:*** NUMERIC

1. First 8 positions indicate whole numbers and last 2 positions indicate hundredths (Decimal).
2. Decimals to be used only when the unit of measure is KG, KV, KW, MB, MG, MI, TH, or TN.

NFADB DATA ELEMENT NO. 517

NAME: QUANTITY ADEQUATE ALTERNATE MEASURE

ABBREVIATION: ADQ-ALT

DEFINITION:

"Quantity Adequate-Alternate Measure" is the capacity or size in alternate measure of a facility or portion thereof that is in adequate condition and associated with a designated function (use) and designated user. Adequate is defined as being capable of supporting the designated function without a need for capital improvements.

SOURCES OF DATA:

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD or others.
5. Continuous Inspections performed by the activity's Public Works Department or Public Works Center servicing the activity.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE 1 or 2, enter the adequate capacity or size of the facility or portion thereof using the "ALTERNATE" units of measure from SOURCE 3
- b. Leave blank if not applicable.

2. ***CHANGES:***

- a. From SOURCE 4 or 5, enter the new adequate capacity or size of the facility or portion thereof using the "ALTERNATE" unit of measure from SOURCE 3.
- b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate whole numbers and last 2 positions indicate hundredths (Decimal).
2. Decimals to be used only when the unit of measure is AC, KG, KV, KW, MB, MG, MI, TH, or TN.

NFADB DATA ELEMENT NO. 518

NAME: QUANTITY SUBSTANDARD AREA MEASURE

ABBREVIATION: SBD-ARA

DEFINITION:

"Quantity Substandard-Area Measure" is the capacity or size in area measure of a facility or portion thereof that is in substandard condition and associated with a designated function (use) and a designated user. Substandard is defined as having deficiencies that prohibit or severely restrict, or will prohibit or severely restrict within the next five years due to expected deterioration, the use of a facility for its designated function. Capital improvements and/or repairs further define Substandard as having deficiencies that can be economically corrected (compared with replacement).

SOURCES OF DATA:

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD or others.
5. Continuous Inspections performed by the activity's Public Works Department or Public Works Center servicing the activity.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE 1 or 2, enter the substandard area of the facility or portion thereof using the unit of measure from SOURCE 3.
- b. Deficiency Code must be indicated.

2. ***CHANGES:***

- a. From SOURCE 4 or 5, enter the new substandard area of the facility or portion thereof using the unit of measure from SOURCE 3.
- b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

NFADB DATA ELEMENT NO. 518 (con't)

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate whole numbers. The last 2 positions indicate hundredths (DECIMAL).
2. Must be entered if DE 006 is "BUILDING" and entries in DE 515 and 521 are BLANK.
3. Decimals are to be used only when the unit of measure is AC.
4. Deficiency Codes must be entered (for DE 525) if data is entered for DE 518.

NFADB DATA ELEMENT NO. 519

NAME: QUANTITY SUBSTANDARD OTHER MEASURE

ABBREVIATION: SBD-OTH

DEFINITION:

"Quantity Substandard-Other Measure" is the capacity or size in other measure of a facility or portion thereof that is in substandard condition and associated with a designated function (use) and designated user. Substandard is defined as having deficiencies that prohibit or severely restrict, or will prohibit or severely restrict within the next five years due to expected deterioration, the use of a facility for its designated function. Capital improvements and/or repairs further define Substandard as having deficiencies that can be economically corrected (compared with replacement).

SOURCES OF DATA:

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD or others.
5. Continuous Inspections performed by the activity's Public Works Department or Public Works Center servicing the activity.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE 1 or 2, enter the substandard capacity or size of the facility or portion thereof using the "OTHER" unit of measure from SOURCE 3.
- b. Deficiency Code must be entered.

2. ***CHANGES:***

- a. From SOURCE 4 or 5, enter the new substandard capacity or size of the facility or portion thereof using the "OTHER" unit of measure from SOURCE 3.
- b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

NFADB DATA ELEMENT NO. 519 (con't)

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate whole numbers and last 2 positions indicate hundredths (DECIMAL).
2. Decimals to be used only when the unit of measure is KG, KV, KW, MB, MG, MI, TH, or TN.
3. Deficiency Code must be entered (for DE 525) if data entry is made for DE 519.

NFADB DATA ELEMENT NO. 520

NAME: QUANTITY SUBSTANDARD ALTERNATE MEASURE

ABBREVIATION: SBD-ALT

DEFINITION:

"Quantity Substandard-Alternate Measure" is the capacity or size in alternate measure of a facility or portion thereof that is in substandard condition and associated with a designated function (use) and designated user. Substandard is defined as having deficiencies that prohibit or severely restrict, or will prohibit or severely restrict within the next five years due to expected deterioration, the use of a facility for its designated function. Capital improvements and/or repairs further define Substandard as having deficiencies that can be economically corrected (compared with replacement).

SOURCES OF DATA:

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD or others.
5. Continuous Inspections performed by the activity's Public Works Department or Public Works Center servicing the activity.

INSTRUCTIONS:

1. ***NEW RECORDS:***
 - a. From SOURCE 1 or 2, enter the substandard capacity or size of the facility or portion thereof using the "ALTERNATE" unit of measure from SOURCE.
 - b. Deficiency Code must be entered from DE 525
2. ***CHANGES:***
 - a. From SOURCE 4 or 5, enter the new substandard capacity or size of the facility or portion thereof using the "ALTERNATE" unit of measure from SOURCE 3.
 - b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

NFADB DATA ELEMENT NO. 520 (con't)

CHECKS: **MAX. LENGTH:** 10 **ALPHA/NUMERIC:** NUMERIC

1. First 8 positions indicate whole numbers and last 2 positions indicate hundredths (Decimal).
2. Decimals to be used only when the unit of measure is KG, KW, KV, MB, MG, MI, TH or TN.
3. Decimals can only be used when the unit of measure is AC.
4. Deficiency Codes must be entered (for DE 525) if data is entered for DE 520.

NFADB DATA ELEMENT NO. 521

NAME: QUANTITY INADEQUATE AREA

ABBREVIATION: IADQ-ARA

DEFINITION:

"Quantity Inadequate-Area Measure" is the capacity or size in area measure of a facility or portion thereof that is in inadequate condition and associated with a designated function (use) and a designated user. Inadequate is defined as having deficiencies due to physical deterioration, functional inadequacy or hazardous location which prohibit or severely restrict, or will prohibit or severely restrict within the next five years, the use of a facility for its designated function. Inadequate is further defined as having deficiencies, which cannot be economically corrected (compared with replacement) to meet the requirements of the designated function.

SOURCES OF DATA:

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD or others.
5. Continuous Inspections performed by the activity's Maintenance Control Division or Public Works Center servicing the activity.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE 1 or 2, enter the inadequate area of the facility or portion thereof using the unit of measure from SOURCE 3.
- b. Deficiency Code must be entered.

2. ***CHANGES:***

- a. From SOURCE 4 or 5, enter the new inadequate area of the facility or portion They're of using the unit of measure from SOURCE 3.
- b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

NFADB DATA ELEMENT NO. 521 (con't)

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate whole numbers. The last 2 positions indicate hundredths (Decimal).
2. Must be entered if DE 006 is "BUILDING" and entries in DE 515 and DE 518 are BLANK.
3. Deficiency Codes must be entered (for DE 526) if data is entered for DE 521.

NFADB DATA ELEMENT NO. 522

NAME: QUANTITY INADEQUATE OTHER MEASURE

ABBREVIATION: IADQ-OTH

DEFINITION:

"Quantity Inadequate-Other Measure" is the capacity or size in other measure of a facility or portion thereof that is in inadequate condition and associated with a designated function (use) and a designated user. Inadequate is defined as having deficiencies due to physical deterioration, functional inadequacy or hazardous location which prohibit or severely restrict, or will prohibit or severely restrict within the next five years, the use of a facility for its designated function. Inadequate is further defined as having deficiencies, which cannot be economically corrected (compared with replacement) to meet the requirements of the designated function.

SOURCES OF DATA:

1. Field measurements.
2. Engineering drawings of the facilities.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD or others.
5. Continuous Inspections performed by the activity's Maintenance Control Division or Public Works Center servicing the activity.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE 1 or 2, enter the inadequate capacity or size of the facility or portion thereof using the "OTHER" unit of measure from SOURCE 3.
- b. Deficiency Code must be entered.

2. ***CHANGES:***

- a. From SOURCE 4 or 5, enter the new inadequate capacity or size of the facility or portion thereof using the "OTHER" unit of measure from SOURCE 3.
- b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

NFADB DATA ELEMENT NO. 522

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate whole numbers and last 2 positions indicate hundredths (Decimal).
2. Decimals to be used only when the unit of measure is KG, KV, MB, MG, MI, TH or TN.
3. Deficiency Codes must be entered (for DE 526) if data is entered for DE 522.

NFADB DATA ELEMENT NO. 523

NAME: QUANTITY INADEQUATE ALTERNATE MEASURE

ABBREVIATION: IADQ-ALT

DEFINITION:

"Quantity Inadequate-Alternate Measure" is the capacity or size in alternate measure of a facility or portion thereof that is in inadequate condition and associated with a designated function (use) and a designated user. Inadequate is defined as having deficiencies due to physical deterioration, functional inadequacy or hazardous location which prohibit or severely restrict, or will prohibit or severely restrict within the next five years; the use of a facility for its designated function. Inadequate is further defined as having deficiencies which cannot be economically corrected (compared with replacement) to meet the requirements of the designated function.

SOURCES OF DATA:

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD or others.
5. Continuous Inspections performed by the activity's Maintenance Control Division or Public Works Center servicing the activity.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCE 1 or 2, enter the inadequate capacity or size of the facility or portion thereof using the "ALTERNATE" unit of measure from SOURCE 3.
- b. Deficiency Code must be entered.

2. ***CHANGES:***

- a. From SOURCE 4 or 5, enter the new inadequate capacity or size of the facility or portion thereof using the "ALTERNATE" unit of measure from SOURCE 3.
- b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

NFADB DATA ELEMENT NO. 523 (con't)

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate whole numbers and last 2 positions indicate hundredths (Decimal).
2. Decimals to be used only when the unit of measure is KG, KV, KW, MB, MG, MI, TH or TN.
3. Deficiency Codes must be entered (for DE 526) if data is entered for DE 523.

NFADB DATA ELEMENT NO. 524

NAME: DEFICIENCY CODE ADEQUATE CONDITION

ABBREVIATION: DEF-CDE-ADQ

DEFINITION:

"Deficiency Code-Adequate Condition" is a three-character code indicating the type of deficiency existing in a facility or portion thereof that is in adequate condition and associated with a designated function (use) and a designated user. The first character of the code indicates one of seven types of deficiencies. The next two characters specify the facility component(s) or related items, which are deficient (see page 524-A).

SOURCES OF DATA:

1. Engineering Evaluations performed by the EFD or others.
2. Continuous Inspections performed by the activity's Public Work Department or Public Works Center servicing the activity.
3. Page 524-A.

INSTRUCTIONS:

1. ***NEW RECORDS:***
 - a. For reassignments, transfers, and ingrats, determine type of deficiencies from available property records or SOURCES 1 or 2.
 - b. Enter the appropriate three-digit code from SOURCE 3.
2. ***CHANGES:***
 - a. From SOURCE 1 or 2, enter the appropriate code from SOURCE 3.
 - b. See NAVFACINST 11010.44 or MCO 11010.12 as appropriate.

NFADB DATA ELEMENT NO. 524 (con't)

CHECKS: ***MAX. LENGTH:*** 9 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. Maximums of 3 deficiency codes are allowed.
2. The first character of each code must be alphabetic (A through G) and the last 2 characters are numeric (01 through 72).

NFADB DATA ELEMENT NO. 524 (con't)

DEFINITION: (CONTINUED)

1. First character, deficient because of:

A...Physical Condition
B...Functional or Space Criteria
C...Design Criteria
D...Location or citing Criteria
E...Nonexistent
F...Total Obsolescence or Deterioration
G...Inadequate Capacity/Coverage

2. Second and third characters indicate area of deficiency as follows:

01...Heating System	26...Building Interior/Configuration
02...Ventilation/Exhaust	27...Roof
03...Environmental Control Systems (Air Conditioning, etc.)	28...Soundproofing
04...Plumbing/Piping/Fixtures	29...Waterproofing
05...Fire Deterrent Systems	30...Building or Structure (total)
06...Fuel Systems/Piping	31...Fencing
07...Refrigeration System	32...Drainage
08...Elevators/Escalators/ Dumbwaiters	33...Landscaping
09...Sewage, etc.	34...Stabilization
10...Lightning/Fixtures	35...Paved Surfacing
11...Power Capacity	36...Explosive Quantity Distance
12...Wiring/Feeders	37...Airfield Safety Clearance
13...Alarm Systems	38...Pollution Abatement
14...Communications	39...Excessive Noise
*15...Facility Location	40...OSHA Deficiency
16...Flood Plain Environmental Incompatibility	41...Toilets (Bachelor Housing)
17...Hazardous Material	42...Fender Systems
*18...Site Characteristics	43...Rails/Tracks
19...Accessibility	44...Cold Iron
20...Foundation	45...Seismic Design
21...Slab/Floor Decking	46...Depth of Water
22...Columns	47...Facility Characteristics
23...Walls	48...Ceiling Height
24...Roof/Ceiling/Trusses	49...Energy Efficiency
25...Piling	50...Facility Components
	51...Ceiling
	52...Doors

NFADB DATA ELEMENT NO. 524 (con't)

DEFINITION: (CONTINUED)

524-A (Continued)

- 53...Interior Partitions
- 54...Stairs/Stairwell
- 55...Windows
- *56...Safety Standards
- 57...Explosive Hazard
- 58...Fire Codes
- 59...Hazardous Waste
- 60...Radiation Hazard
- 61...Lightning Protection
- *62...Environmental Systems
- 63...Electrical Systems
- 64...Standby Power Supply
- 65...Piping Systems
- *66...Support Systems
- 67...Energy Monitoring Control
- 68...Security/Interior
- 69...Telephone
- 70...Conveying Systems
- *71...Material Handling Systems
- 72...Physical Security

*Indicates generalized area of deficiency. Other codes are more specific.

NFADB DATA ELEMENT NO. 525

NAME: DEFICIENCY CODE SUBSTANDARD CONDITION

ABBREVIATION: DEF-CDE-SBD

DEFINITION:

"Deficiency Code-Substandard Condition" is a three-character code indicating the type of deficiency existing in a facility or portion thereof that is in substandard condition and associated with a designated function (use) and a designated user. The first character of the code indicates one of seven types of deficiencies. The next two characters specify the facility component(s) or related items, which are deficient (see page 525-A).

SOURCES OF DATA:

1. Engineering Evaluations performed by the EFD or others.
2. Continuous Inspection performed by the activity's Maintenance Control Division or Public Works Center servicing the activity.
3. Page 525-A.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. This DE should not be applicable to new facilities.
 - b. For reassignments, transfers and ingrats, determine type of deficiencies from available property records or SOURCES 1 or 2. Enter the three-digit code from SOURCE 3.
2. **CHANGES:**
 - a. From SOURCE 1 or 2, enter the appropriate code from SOURCE 3.
 - b. See NAVFACINST 11010.44 or MCO 11010.12 as appropriate.

CHECKS: **MAX. LENGTH:** 9 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. The first character of each code must be alphabetic (A through G) and the last 2 characters numeric (01 through 72).
2. A maximum of 3 deficiency codes is allowable.
3. Must be entered if DE 518, 519 or 520 is filled.

NFADB DATA ELEMENT NO. 525 (con't)

DEFINITION: (CONTINUED)

1. First character, deficient because of:

- A...Physical Condition
- B...Functional or Space Criteria
- C...Design Criteria
- D...Location or citing Criteria
- E...Nonexistent
- F...Total Obsolescence or Deterioration
- G...Inadequate Capacity/Coverage

2. Second and third characters indicate area of deficiency as follows:

- | | |
|--|--------------------------------------|
| 01...Heating System | 26...Building Interior/Configuration |
| 02...Ventilation/Exhaust | 27...Roof |
| 03...Environmental Control Systems
(Air Conditioning, etc.) | 28...Soundproofing |
| 04...Plumbing/Piping/Fixtures | 29...Waterproofing |
| 05...Fire Deterrent Systems | 30...Building or Structure (total) |
| 06...Fuel Systems/Piping | 31...Fencing |
| 07...Refrigeration System | 32...Drainage |
| 08...Elevators/Escalators/ Dumbwaiters | 33...Landscaping |
| 09...Sewage, etc. | 34...Stabilization |
| 10...Lighting/Fixtures | 35...Paved Surfacing |
| 11...Power Capacity | 36...Explosive Quantity Distance |
| 12...Wiring/Feeders | 37...Airfield Safety Clearance |
| 13...Alarm Systems | 38...Pollution Abatement |
| 14...Communications | 39...Excessive Noise |
| *15...Facility Location | 40...OSHA Deficiency |
| 16...Flood Plain Environmental
Incompatibility | 41...Toilets (Bachelor Housing) |
| 17...Hazardous Material | 42...Fender Systems |
| *18...Site Characteristics | 43...Rails/Tracks |
| 19...Accessibility | 44...Cold Iron |
| 20...Foundation | 45...Seismic Design |
| 21...Slab/Floor Decking | 46...Depth of Water |
| 22...Columns | 47...Facility Characteristics |
| 23...Walls | 48...Ceiling Height |
| 24...Roof/Ceiling/Trusses | 49...Energy Efficiency |
| 25...Piling | 50...Facility Components |
| | 51...Ceiling |
| | 52...Doors |

NFADB DATA ELEMENT NO. 525 (con't)

DEFINITION: (CONTINUED)

525-A (Continued)

- 53...Interior Partitions
- 54...Stairs/Stairwell
- 55...Windows
- *56...Safety Standards
- 57...Explosive Hazard
- 58...Fire Codes
- 59...Hazardous Waste
- 60...Radiation Hazard
- 61...Lightning Protection
- *62...Environmental Systems
- 63...Electrical Systems
- 64...Standby Power Supply
- 65...Piping Systems
- *66...Support Systems
- 67...Energy Monitoring Control
- 68...Security/Interior
- 69...Telephone
- 70...Conveying Systems
- *71...Material Handling Systems
- 72...Physical Security

*Indicates generalized area of deficiency. Other codes are more specific.

NFADB DATA ELEMENT NO. 526

NAME: DEFICIENCY CODE INADEQUATE CONDITION

ABBREVIATION: DEF-CDE-IADQ

DEFINITION:

"Deficiency Code-Inadequate Condition" is a three-character code indicating the type of deficiency existing in a facility or portion (use) thereof that is in inadequate condition and associated with a designated function and a designated user. The first character of the code indicates one of seven types of deficiencies. The next two characters specify the facility component(s) or related items, which are deficient (see page 526-A).

SOURCES OF DATA:

1. Engineering Evaluations performed by the EFD or others.
2. Continuous Inspections performed by the activity's Maintenance Control Division or Public Works Center servicing the activity.
3. Page 526-A.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. This DE should not be applicable to new facilities.
 - b. For reassignments, transfers and ingrats, determine type of deficiencies from available property records or SOURCES 1 or 2. Enter the appropriate three-digit code from SOURCE 3.
2. **CHANGES:**
 - a. From SOURCE 1 or 2, enter the appropriate code from SOURCE 3.
 - b. See NAVFACINST 11010.44 or MCO 11010.12 as appropriate.

CHECKS: **MAX. LENGTH:** 9 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. The first character of each code must be alphabetic (A through G) and the last 2 characters numeric (01 through 72).
2. A maximum of 3 deficiency codes is allowable.
3. Must be entered if DE 521, 522 or 523 is filled.

NFADB DATA ELEMENT NO. 526 (con't)

DEFINITION: (CONTINUED)

1. First character, deficient because of:

- A...Physical Condition
- B...Functional or Space Criteria
- C...Design Criteria
- D...Location or citing Criteria
- E...Nonexistent
- F...Total Obsolescence or Deterioration
- G...Inadequate Capacity/Coverage

2. Second and third characters indicate area of deficiency as follows:

- | | |
|--|--------------------------------------|
| 01...Heating System | 26...Building Interior/Configuration |
| 02...Ventilation/Exhaust | 27...Roof |
| 03...Environmental Control Systems
(Air Conditioning, etc.) | 28...Soundproofing |
| 04...Plumbing/Piping/Fixtures | 29...Waterproofing |
| 05...Fire Deterrent Systems | 30...Building or Structure (total) |
| 06...Fuel Systems/Piping | 31...Fencing |
| 07...Refrigeration System | 32...Drainage |
| 08...Elevators/Escalators/ Dumbwaiters | 33...Landscaping |
| 09...Sewage, etc. | 34...Stabilization |
| 10...Lighting/Fixtures | 35...Paved Surfacing |
| 11...Power Capacity | 36...Explosive Quantity Distance |
| 12...Wiring/Feeders | 37...Airfield Safety Clearance |
| 13...Alarm Systems | 38...Pollution Abatement |
| 14...Communications | 39...Excessive Noise |
| *15...Facility Location | 40...OSHA Deficiency |
| 16...Flood Plain Environmental
Incompatibility | 41...Toilets (Bachelor Housing) |
| 17...Hazardous Material | 42...Fender Systems |
| *18...Site Characteristics | 43...Rails/Tracks |
| 19...Accessibility | 44...Cold Iron |
| 20...Foundation | 45...Seismic Design |
| 21...Slab/Floor Decking | 46...Depth of Water |
| 22...Columns | 47...Facility Characteristics |
| 23...Walls | 48...Ceiling Height |
| 24...Roof/Ceiling/Trusses | 49...Energy Efficiency |
| 25...Piling | 50...Facility Components |
| | 51...Ceiling |
| | 52...Doors |

NFADB DATA ELEMENT NO. 526(con't)

DEFINITION: (CONTINUED)

526-A (Continued)

- 53...Interior Partitions
- 54...Stairs/Stairwell
- 55...Windows
- *56...Safety Standards
- 57...Explosive Hazard
- 58...Fire Codes
- 59...Hazardous Waste
- 60...Radiation Hazard
- 61...Lightning Protection
- *62...Environmental Systems
- 63...Electrical Systems
- 64...Standby Power Supply
- 65...Piping Systems
- *66...Support Systems
- 67...Energy Monitoring Control
- 68...Security/Interior
- 69...Telephone
- 70...Conveying Systems
- *71...Material Handling Systems
- 72...Physical Security

*Indicates generalized area of deficiency. Other codes are more specific.

NFADB DATA ELEMENT NO. 601

NAME: DISPOSAL DATE

ABBREVIATION: DSP-DTE

DEFINITION:

"Disposal Date" is the official date, e.g. 30 SEP 19XX, that the facility is disposed.

SOURCES OF DATA:

1. ROICC project records.
2. Activity job order records.
3. EFD Real Estate Division records.
4. DD Form 1354, Transfer and Acceptance of Military Real Property.
5. DD Form 200, Financial Liability Investigation of Property Loss

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Not applicable to new records.

2. ***CHANGES:***

- a. Determine the disposal date from SOURCE and as follows:

- (1) Demolition: Date demolition project is officially completed
- (2) Transfers: Date EFD Real Estate signs DD Form 1354
- (3) Reassignments: Date the final endorsement is signed.
- (4) Exchange, sale, and donation, returned to former owner: Effective date of agreement.
- (5) Disaster, loss of inventory, secured in place: Date of DOD Form 200, Financial Liability Investigation of Property Loss.

CHECKS: **MAX. LENGTH:** 8 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. The first 4 digits must be the 4 digit year, e.g. 19XX; the next 2 digits must be the month (01-12) and the last 2 digits must be the day (01-31).

NFADB DATA ELEMENT NO. 602

NAME: DISPOSAL METHOD CODE

ABBREVIATION: DSP-MET

DEFINITION:

"Disposal Method Code" indicates the manner in which a facility was disposed. (See page 602-A).

SOURCES OF DATA:

1. ROICC/EFD project records.
2. Activity job order records.
3. EFD Real Estate Division records.
4. DD Form 1354, Transfer and Acceptance of Military real Property.
5. Page 602-A.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. This DE is NOT applicable to new records.

2. ***CHANGES:***

- a. From DEFINITION, apply the code, which describes the method of disposal of the facility.

CHECKS:

MAX. LENGTH: 1

ALPHA/NUMERIC: ALPHA/NUMERIC

1. Must be A through F or 1 through 9.

NFADB DATA ELEMENT NO. 602

DEFINITION: (CONTINUED)

<u>CODE</u>	<u>METHODS</u>
1	Reassignment to Other Naval Activity
2	Transfer to Army
3	Transfer to Air Force
4	Transfer to GSA (NOT to be confused with EXCESSED to GSA)
5	Transfer to Other Federal, State, County or City Government Agencies
6	Sale (cash)
7	Exchange
8	Donation
9	Demolition
A	Termination of Lease
B	Loss by Inventory
C	Consolidation
D	Loss by Disaster
E	Secured in Place and Surveyed
F	Property Record Number Change or Correction

NFADB DATA ELEMENT NO. 603

NAME: GSA DISPOSAL CONTRACT NUMBER

ABBREVIATION: GSA-DSP-CNT

DEFINITION:

"GSA Disposal Contract Number" is the number that identifies the GSA disposal contract used in the disposal of plant property.

SOURCES OF DATA:

1. Obtain GSA Disposal Contract Number from the GSA contract or other related document.

INSTRUCTIONS:

1. ***NEW RECORDS:***

a. This DE is NOT applicable to new records.

2. ***CHANGES:***

a. No changes are necessary except to make corrections.

CHECKS: None **MAX. LENGTH:** 15 **ALPHA/NUMERIC:** ALPHA/NUMERIC

NFADB DATA ELEMENT NO. 604

NAME: EXCESS ACTION CODE

ABBREVIATION: EXS-CDE

DEFINITION:

"Excess Action Code" is a code used to indicate the type of formal excessing action taken on an item of real property, i.e. , a "Declaration of Excess" initiated by a shore activity, and the follow-on action taken by the cognizant Engineering Field Division: "Excessed to General Services Administration" or "Approved for Disposal". (See page 604-A.)

SOURCES OF DATA:

1. Activity prepared Declaration of Excess.
2. EFD prepared SF 118, Report of Excess Real Property.
3. EFD letter approving disposal.
4. Page 604-A.

INSTRUCTIONS:

1. ***NEW RECORDS:***
 - a. This DE is NOT applicable to new records.
2. ***CHANGES:***
 - a. From SOURCE, enter the appropriate excess action code.

CHECKS: ***MAX. LENGTH:*** 1 ***ALPHA/NUMERIC:*** NUMERIC

1. Must be 1, 2 or 3.

NFADB DATA ELEMENT NO. 604

DEFINITION: (CONTINUED)

<u>CODE</u>	<u>NAME</u>
1	Declaration of Excess
2	Excessed to GSA
3	Approved for Disposal

NFADB DATA ELEMENT NO. 605

NAME: EXCESS ACTION DATE

ABBREVIATION: EXS-DTE

DEFINITION:

"Excess Action Date" is the date, e.g. 30 SEP 19XX, that formal excessing action is implemented on an item of real property, i.e., a "Declaration of Excess" initiated by a shore activity, and the follow-on action taken by the cognizant Engineering Field Division: "Excessed to General Services Administration" or "Approved for Disposal" (See DE 604).

SOURCES OF DATA:

1. Activity prepared Declaration of Excess.
2. EFD prepared SF 118, Report of Excess Real Property.
3. EFD letter approving disposal.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. This DE is NOT applicable to new records.
2. **CHANGES:**
 - a. From SOURCE, enter the appropriate excess action date as follows:
 - (1) Declaration of Excess: Date of declaration form.
 - (2) Excessed to GSA: Date of SF 118
 - (3) Approved for Disposal: Date of EFD approval letter

CHECKS: **MAX. LENGTH:** 8 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. The first 4 digits must be the 4 digit year, e.g. 19XX, the next 2 digits must be the month (01-12) and the last 2 digits must be the day (01-31).
2. Must be entered if DE 604, Excess Action Code is entered.

NFADB DATA ELEMENT NO. 606

NAME: DISPOSAL CONTRACT NUMBER

ABBREVIATION: DSP-CNT

DEFINITION:

"Disposal Contract Number" is the identifying number of the contract for the disposal of a Department of Navy facility, if disposal was by contract.

SOURCES OF DATA:

1. Contract documents maintained by ROICC and EFD Acquisition Department.

INSTRUCTIONS:

1. ***NEW RECORDS:***
2. ***CHANGES:***
 - a. Determine the contract number from SOURCE.
 - b. Do not enter the dash marks or spaces used to separate a set of characters within the contract number.

CHECKS: ***MAX. LENGTH:*** 14 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

NFADB DATA ELEMENT NO. 607

NAME: CONSOLIDATED PR NUMBER

ABBREVIATION: CST-PTY-NUM

DEFINITION:

"Consolidated PR Number" is the number identifying the property record used to report consolidated facilities previously reported on separate records. This number is to be recorded on disposed PRs created by a consolidation action.

SOURCES OF DATA:

1. The existing property record used to report consolidated facilities.
2. Activity maintained Log of Property Record Numbers.

INSTRUCTIONS:

1. ***NEW RECORDS:***

2. ***CHANGES:***

a. Changes are not normally necessary except to eliminate duplication or to make corrections.

CHECKS:

MAX. LENGTH: 6

ALPHA/NUMERIC: NUMERIC

1. Must be a six-digit element without blanks.
2. Must be transacted if DE 602 entry is "C"
3. Must be unique within an activity UIC.

NFADB DATA ELEMENT NO. 701

NAME: ACTIVITY IDENTIFIER MAINTENANCE RESPONSIBILITY

ABBREVIATION: FTY-MNT-RPN

DEFINITION:

"Activity Identifier-Maintenance Responsibility" is an indicator of the activity or others responsible for funding maintenance and repair of a particular facility.

SOURCES OF DATA:

1. NAVCOMPT Manual Volume 2, Chapter 5.
2. Outgrant or ingrant instruments
3. Host-tenant agreement.

INSTRUCTIONS:

1. ***NEW RECORDS:***

a. When an acquisition property record is created for the Marine Corps activities, this DE defaults to the activity UIC. For the Navy, this DE defaults to the Regional Commander UIC of the activity UIC. User must verify the default values and update as appropriate.

2. ***CHANGES:***

- a. If the responsibility for maintenance and repair funding changes, enter applicable UIC, "OGRTEE" or "LESSOR" as appropriate.
- b. Refer to SOURCE when updating this DE
- c. If an Outgrantee is responsible for funding maintenance and repair enter "OGRTEE".
- d. If a Lessor is responsible for funding maintenance and repair, enter "LESSOR"

CHECKS: ***MAX. LENGTH:*** 6 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. Must be UIC in MAGIC database or "OGRTEE" or "LESSOR"

NFADB DATA ELEMENT NO. 702

NAME: PRIMARY USE CATEGORY CODE

ABBREVIATION: PRI-USE-CAT-CDE

DEFINITION:

"Primary Use Category Code" indicates the category code, which describes the function using the greatest portion of the total area in a multiple use facility or the primary component of a utility system.

SOURCES OF DATA:

1. Derived from the Status Utilization file.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From source determine the appropriate category code.

2. ***CHANGES:***

- a. Change only to reflect a use change, which results in a new prime use.

CHECKS: ***MAX. LENGTH:*** 5 ***ALPHA/NUMERIC:*** NUMERIC

1. Must be a valid category code from NAVFAC P-72.
2. Function must occupy the greatest proportion or have the greatest capacity of a facility.

NFADB DATA ELEMENT NO. 703

NAME: MAINTENANCE FUNDING SOURCE CODE

ABBREVIATION: FTY-MNT-FS-CDE

DEFINITION:

"Maintenance Funding Source Code" identifies the type of funds provided to the responsible activity (DE 701) for maintenance and repair of a particular facility (see page 703-A).

SOURCES OF DATA:

1. Judgment based on type of activity and type of facility.
2. Page 703-A.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. From SOURCES, enter appropriate code.

2. ***CHANGES:***

- a. Changes are required if the maintenance fund type changes for a particular facility.

CHECKS: ***MAX. LENGTH:*** 1 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. If DE 701 equals "LESSOR" or "OGRTEE" entry must be "7".
2. Entry must be a code from page 703-A.

NFADB DATA ELEMENT NO. 703

DEFINITIONS:

<u>CODE</u>	<u>NAME</u>	<u>MNEMONIC</u>
A	OPERATION AND MAINTENANCE, NAVY	O&M, N
B	OPERATION AND MAINTENANCE, NAVY RESERVE	O&M, NR
C	RESEARCH, DEVELOPMENT, TEST AND EVALUATION, NAVY	RDT&E
D	DEFENSE LOGISTICS AGENCY	DLA
E	MILITARY CONSTRUCTION	MC
H	DEFENSE HEALTH	DH
J	GOVERNMENT OF JAPAN	GOJ
K	NAVY WORKING CAPITAL FUND	NWCF
M	MISCELLANEOUS	MISC
O	OTHER	OTH
Z	OUTSOURCING	OUTSRC
1	FAMILY HOUSING, NAVY	FH, N
2	CONTRACTOR-OPERATED INDUSTRIAL RESERVE PLANT	COIRP
3	CONTRACTOR-OPERATED RESEARCH & DEVELOPMENT FACILITIES	CORSTF
4	U.S. MARINE CORPS	USMC
5	MODIFIED NAVY INDUSTRIAL FUND	MNIF
6	NON-APPROPRIATED FUNDS	NAF
7	OUTGRANTEE/LESSOR (INGRANT)	OG/L
8	BASE REALIGNMENT AND CLOSURE	BRAC
9	CARETAKER	CT

NFADB DATA ELEMENT NO. 801

NAME: BOQ ROOMS UNDER 250 NF WITH PRIVATE BATH

ABBREVIATION: BOQ-25O-PB

DEFINITION:

"BOQ Rooms Under 250 NF with Private Bath" are the number of rooms in a Unaccompanied Officers Personnel Housing unit that contains less than 250 net square feet of living area and are provided with a full private bath.

SOURCES OF DATA:

1. "As-built" drawings
2. Building survey

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

2. ***CHANGES:***

- a. Changes not necessary unless layout is altered by construction.

CHECKS: ***MAX. LENGTH:*** 3 ***ALPHA/NUMERIC:*** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 802

NAME: BOQ ROOMS UNDER 250 NF WITH SHARED BATH

ABBREVIATION: BOQ-25O-SB

DEFINITION:

"BOQ Rooms Under 250 NF with Shared Bath" are the number of rooms in an Unaccompanied Officers Personnel Housing unit that contain less than 250 net square feet of living area and are served by a shared bath.

SOURCES OF DATA:

1. "As-built" drawings
2. Building survey

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

2. **CHANGES:**

- a. Changes not necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 803

NAME: BOQ ROOMS UNDER 250 NF WITH CENTRAL BATH

ABBREVIATION: BOQ-250-CB

DEFINITION:

"BOQ Rooms Under 250 with Central Bath" is the number of rooms in an Unaccompanied Officers Personnel Housing unit that contain less than 250 net square feet of living area and are served by a central bath.

SOURCES OF DATA:

1. "As-built" drawings
2. Building survey

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

2. ***CHANGES :***

- a. Changes not necessary unless layout is altered by construction.

CHECKS: ***MAX. LENGTH:*** 3 ***ALPHA/NUMERIC:*** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 804

NAME: BOQ ROOMS BTWN 250 & 399 NF WITH PRIVATE BATH

ABBREVIATION: BOQ-250-399-PB

DEFINITION:

"BOQ Rooms Between 250 & 399 NF with Private Bath" is the number of rooms in an Unaccompanied Officers Personnel Housing unit that contains less than 250 or more but less than 400 net square feet of living area and are provided with a full private bath.

SOURCES OF DATA:

1. "As-built" drawings
2. Building survey

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

2. ***CHANGES:***

- a. Changes not necessary unless layout is altered by construction.

CHECKS: ***MAX. LENGTH:*** 3 ***ALPHA/NUMERIC:*** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 805

NAME: BOQ ROOMS BETWEEN 250 & 399 NF WITH SHARED BATH

ABBREVIATION: BOQ-250-399-SB

DEFINITION:

"BOQ Rooms Between 250 & 399 NF with Shared Bath" is the number of rooms in an Unaccompanied Officer Personnel Housing Unit that contain 250 or more but less than 400 net square feet of living area and are served by a shared bath.

SOURCES OF DATA:

1. "As-built" drawings
2. Building survey

INSTRUCTIONS:

1. ***NEW RECORDS:***

a. Enter the number of rooms in each category on the Unaccompanied Personnel Assets Report.

2. ***CHANGES:***

a. Changes not necessary unless layout is altered by construction.

CHECKS:

MAX. LENGTH: 3

ALPHA/NUMERIC: NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 806

NAME: BOQ ROOMS BETWEEN 250 & 399 NF WITH CENTRAL BATH

ABBREVIATION: BOQ-250-399-CB

DEFINITION:

"BOQ Rooms Between 250 & 399 NF with Central Bath" is the number of rooms in an Unaccompanied Officer Personnel Housing Unit that contain 250 or more but less than 400 net square feet or more of living area and are served by a central bath.

SOURCES OF DATA:

1. "As-built" drawings
2. Building survey

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Enter the number of rooms in each category on the Unaccompanied Personnel Assets Report.

2. ***CHANGES:***

- a. Changes not necessary unless layout is altered by construction.

CHECKS:

MAX. LENGTH: 3

ALPHA/NUMERIC: NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 807

NAME: BOQ ROOMS OVER 400 NF WITH PRIVATE BATH

ABBREVIATION: BOQ-400-PB

DEFINITION:

"BOQ Rooms Over 400 NF with Private Bath" is the number of rooms in an Unaccompanied Officer Personnel Housing Unit that contain 400 net square feet or more of living area and are provided with a full private bath.

SOURCES OF DATA:

1. "As-built" drawings
2. Building survey

INSTRUCTIONS:

1. ***NEW RECORDS:***

a. Enter the number of rooms in each category on the Unaccompanied Personnel Assets Report.

2. ***CHANGES:***

a. Changes not necessary unless layout is altered by construction.

CHECKS: ***MAX. LENGTH:*** 3 ***ALPHA/NUMERIC:*** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 808

NAME: BOQ ROOMS OVER 400 NF WITH SHARED BATH

ABBREVIATION: BOQ-400-SB

DEFINITION:

"BOQ Rooms Over 400 NF With Shared Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 400 net square feet or more of living area and are served by a shared bath.

SOURCES OF DATA:

1. "As-built" drawings
2. Building survey

INSTRUCTIONS:

1. ***NEW RECORDS:***

a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

2. ***CHANGES:***

a. Changes not necessary unless layout is altered by construction.

CHECKS:

MAX LENGTH: 3

ALPHA/NUMERIC: NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 809

NAME: BOQ ROOMS OVER 400 NF WITH CENTRAL BATH

ABBREVIATION: BOQ-400-CB

DEFINITION:

"BOQ Rooms Over 400 NF with Central Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 400 net square feet or more of living area and are served by a central bath.

SOURCES OF DATA:

1. "As-built" drawings.
2. Building survey.

INSTRUCTIONS

1. ***NEW RECORDS:***

- a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

2. ***CHANGES:***

- a. Changes not necessary unless layout is altered by construction.

CHECKS: ***MAX. LENGTH:*** 3 ***ALPHA/NUMERIC:*** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 810

NAME: BEQ ROOMS UNDER 135 NF WITH PRIVATE BATH

ABBREVIATION: BEQ-135-PB

DEFINITION:

"BEQ Rooms Under 135 NF with Private Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain less than 135 net square feet of living area and are provided with a full private bath.

SOURCES OF DATA:

1. "As-built" drawings.
2. Building survey.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

2. ***CHANGES:***

- a. Changes not necessary unless layout is altered by construction.

CHECKS: ***MAX. LENGTH:*** 3 ***ALPHA/NUMERIC:*** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 811

NAME: BEQ ROOMS UNDER 135 NF WITH SHARED BATH

ABBREVIATION: BEQ-135-SB

DEFINITION:

"BEQ Rooms Under 135 NF with Shared Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain less than 135 net square feet of living area and are provided with a full-shared bath.

SOURCES OF DATA:

1. "As-built" drawings.
2. Building survey.

INSTRUCTIONS:

1. ***NEW RECORDS:***

a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

2. ***CHANGES:***

a. Changes not necessary unless layout is altered by construction.

CHECKS:

MAX. LENGTH: 3

ALPHA/NUMERIC: NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADA DATA ELEMENT NO. 812

NAME: BEQ ROOMS UNDER 135 NF WITH CENTRAL BATH

ABBREVIATION: BEQ-135-CB

DEFINITION:

"BEQ Rooms Under 135 NF with Central Bath" is the number of rooms in a Unaccompanied Enlisted Personnel Housing Unit that contain less than 135 net square feet of living area and are served by a central bath.

SOURCES OF DATA:

1. "As-built" drawings
2. Building survey

INSTRUCTIONS:

1. ***NEW RECORDS:***

a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

2. ***CHANGES:***

a. Changes not necessary unless layout is altered by construction.

CHECKS: ***MAX. LENGTH:*** 3 ***ALPHA/NUMERIC:*** NUMERIC

1 This data element is to appear only on the Unaccompanied Personnel Asset Record and is not the Property Record.

NFADB DATA ELEMENT NO. 813

NAME: BEQ ROOMS BETWEEN 135 & 179 NF WITH PRIVATE BATH

ABBREVIATION: BEQ-179-PB

DEFINITION:

"BEQ Rooms Between 135 & 179 NF with Private Bath" is the number of rooms in a Unaccompanied Enlisted Personnel Housing unit that contain 135 or more but less than 180 net square feet of living area and are provided with a full private bath.

SOURCES OF DATA:

1. "As-built" drawings.
2. Building survey.

INSTRUCTIONS:

1. ***NEW RECORDS:***

a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

2. ***CHANGES:***

a. Changes not necessary unless layout is altered by construction.

CHECKS: ***MAX. LENGTH:*** 3 ***ALPHA/NUMERIC:*** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 814

NAME: BEQ ROOMS BETWEEN 135 & 179 NF WITH SHARED BATH

ABBREVIATION: BEQ-179-CB

DEFINITION:

"BEQ Rooms Between 135 & 179 NF with Shared Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing unit that contains 135 or more but less than 180 net square feet of living area and are served by a shared bath.

SOURCES OF DATA:

1. "As-built" drawings.
2. Building survey.

INSTRUCTIONS:

1. ***NEW RECORDS:***

a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

2. ***CHANGES:***

a. Changes not necessary unless layout is altered by construction.

CHECKS: ***MAX. LENGTH:*** 3 ***ALPHA/NUMERIC:*** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 815

NAME: BEQ ROOMS BETWEEN 135 & 179 NF WITH CENTRAL BATH

ABBREVIATION: BEQ-179-CB

DEFINITION:

"BEQ Rooms Between 135 & 179 NF with Central Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing unit that contain 135 or more but less than 180 net square feet of living area and are served by a central bath.

SOURCES OF DATA:

1. "As-built" drawings.
2. Building survey.

INSTRUCTIONS

1. ***NEW RECORDS:***

a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

2. ***CHANGES:***

a. Changes not necessary unless layout is altered by construction.

CHECKS: ***MAX. LENGTH:*** 3 ***ALPHA/NUMERIC:*** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 816

NAME: BEQ ROOMS BETWEEN 180 & 249 NF WITH PRIVATE BATH

ABBREVIATION: BEQ-249-PB

DEFINITION:

"BEQ Rooms Between 180 & 249 NF with Private Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing unit that contain 180 or more but less than 250 net square feet of living area and are provided with a full private bath.

SOURCES OF DATA:

1. "As-built" drawings.
2. Building survey.

INSTRUCTIONS:

1. ***NEW RECORDS:***

a. Enter the number of rooms in each category on the Unaccompanied Personnel Assets Record.

2. ***CHANGES:***

a. Changes not necessary unless layout is altered by construction.

CHECKS:

MAX. LENGTH: 3

ALPHA/NUMERIC: NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 817

NAME: BEQ ROOMS BETWEEN 180 & 249 NF WITH SHARED BATH

ABBREVIATION: BEQ-249-SB

DEFINITION:

"BEQ Rooms Between 180 & 249 NF With Shared Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 180 or more but less than 250 net square feet of living area and are served by a shared bath..

SOURCES OF DATA:

1. As-built" drawings.
2. Building survey.

INSTRUCTIONS:

1. ***NEW RECORDS:***

a. Enter the net square feet of open bay area for each category on the Unaccompanied Personnel Assets Record.

2. ***CHANGES:***

a. Changes not necessary unless layout is altered by construction.

CHECKS:

MAX. LENGTH: 5

ALPHA/NUMERIC: NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset record and not on the Property Record.

NFADB DATA ELEMENT NO. 818

NAME: BEQ ROOMS BETWEEN 180 & 249 NF WITH CENTRAL BATH

ABBREVIATION: BEQ-249-CB

DEFINITION:

"BEQ Rooms Between 180 & 249 NF with Central Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 180 or more but less than net square feet of living area and are served by a central bath.

SOURCES OF DATA:

1. "As Built" drawings.
2. Building survey.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 819

NAME: BEQ ROOMS BETWEEN 250 & 269 NF WITH PRIVATE BATH

ABBREVIATION: BEQ-269-PB

DEFINITION:

"BEQ Rooms Between 250 & 269 NF with Private Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 250 or more but less than 270 net square feet of living area and are provided with a full private bath.

SOURCES OF DATA:

1. "As Built" drawings.
2. Building survey.

INSTRUCTIONS:

1. ***NEW RECORDS:***
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. ***CHANGES:***
 - a. Changes necessary unless layout is altered by construction.

CHECKS: ***MAX. LENGTH:*** 3 ***ALPHA/NUMERIC:*** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 820

NAME: BEQ ROOMS BETWEEN 250 & 269 NF WITH SHARED BATH

ABBREVIATION: BEQ-269-SB

DEFINITION:

"BEQ Rooms Between 250 & 269 NF with Shared Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 250 or more but less than 270 net square feet of living area and are served by a shared bath.

SOURCES OF DATA:

1. "As Built" drawings.
2. Building survey.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 821

NAME: BEQ ROOMS BETWEEN 250 & 269 NF WITH CENTRAL BATH

ABBREVIATION: BEQ-269-SB

DEFINITION:

"BEQ Rooms Between 250 & 269 NF with Central Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 250 or more but less than 270 net square feet of living area and are served by a central bath.

SOURCES OF DATA:

1. "As Built" drawings.
2. Building survey.

INSTRUCTIONS:

1. ***NEW RECORDS:***
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. ***CHANGES:***
 - a. Changes necessary unless layout is altered by construction.

CHECKS: ***MAX. LENGTH:*** 3 ***ALPHA/NUMERIC:*** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 822

NAME: BEQ ROOMS BETWEEN 270 & 359 NF WITH PRIVATE BATH

ABBREVIATION: BEQ-359-PB

DEFINITION:

"BEQ Rooms Between 270 & 359 NF with Private Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 270 or more but less than 360 net square feet of living area and are provided with a full private bath.

SOURCES OF DATA:

1. "As Built" drawings.
2. Building survey.

INSTRUCTIONS:

1. ***NEW RECORDS:***
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. ***CHANGES:***
 - a. Changes necessary unless layout is altered by construction.

CHECKS: ***MAX. LENGTH:*** 3 ***ALPHA/NUMERIC:*** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 823

NAME: BEQ ROOMS BETWEEN 270 & 359 NF WITH SHARED BATH

ABBREVIATION: BEQ-359-PB

DEFINITION:

"BEQ Rooms Between 270 & 359 NF with Shared Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 270 or more but less than 360 net square feet of living area and are served by a shared bath.

SOURCES OF DATA:

1. "As Built" drawings.
2. Building survey.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 824

NAME: BEQ ROOMS BETWEEN 270 & 359 NF WITH CENTRAL BATH

ABBREVIATION: BEQ-359-CB

DEFINITION:

"BEQ Rooms Between 270 & 359 NF with Central Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 270 or more but less than 360 net square feet of living area and are served by a central bath.

SOURCES OF DATA:

1. "As Built" drawings.
2. Building survey.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 825

NAME: BEQ ROOMS OVER & 360 NF WITH PRIVATE BATH

ABBREVIATION: BEQ-360-PB

DEFINITION:

"BEQ Rooms Over 360 NF with Private Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 360 net square feet of living area and are provided with a full private bath.

SOURCES OF DATA:

1. "As Built" drawings.
2. Building survey.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

2. ***CHANGES:***

- a. Changes necessary unless layout is altered by construction.

CHECKS: ***MAX. LENGTH:*** 3 ***ALPHA/NUMERIC:*** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 826

NAME: BEQ ROOMS OVER & 360 NF WITH SHARED BATH

ABBREVIATION: BEQ-360-SB

DEFINITION:

"BEQ Rooms Over 360 NF with Shared Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 360 net square feet of living area and are served by a shared bath.

SOURCES OF DATA:

1. "As Built" drawings.
2. Building survey.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

2. ***CHANGES:***

- a. Changes necessary unless layout is altered by construction.

CHECKS: ***MAX. LENGTH:*** 3 ***ALPHA/NUMERIC:*** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 827

NAME: BEQ ROOMS OVER & 360 NF WITH CENTRAL BATH

ABBREVIATION: BEQ-360-CB

DEFINITION:

"BEQ Rooms Over 360 NF with Central Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 360 net square feet of living area and are served by a central bath.

SOURCES OF DATA:

1. "As Built" drawings.
2. Building survey.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 828

NAME: BEQ OPEN BAY AREA

ABBREVIATION: BEQ-OBA

DEFINITION:

"BEQ Open Bay Area" is the area, measured in net square feet, of the open bays in Unaccompanied Enlisted Personnel Housing.

SOURCES OF DATA:

1. "As Built" drawings.
2. Building survey.

INSTRUCTIONS:

1. ***NEW RECORDS:***

a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

2. ***CHANGES:***

a. Changes necessary unless layout is altered by construction.

CHECKS: ***MAX. LENGTH:*** 3 ***ALPHA/NUMERIC:*** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 829

NAME: BACHELOR QUARTERS USE CODE

ABBREVIATION:

DEFINITION:

SOURCES OF DATA:

1. .
2. .

INSTRUCTIONS:

1. **NEW RECORDS:**

a.

2. **CHANGES:**

a. .

CHECKS:

MAX. LENGTH:

ALPHA/NUMERIC:

- 1.

NFADB DATA ELEMENT NO. 830

NAME: BACHELOR QUARTERS DESIGN TYPE CODE

ABBREVIATION:

DEFINITION:

SOURCES OF DATA:

1. .
2. .

INSTRUCTIONS:

1. **NEW RECORDS:**

- a.

2. **CHANGES:**

- a. .

CHECKS: **MAX. LENGTH:** **ALPHA/NUMERIC:**

- 1.

NFADB DATA ELEMENT NO. 902

NAME: FLOOD PLAIN 100 YR W/WAVE ACRES (NFA & METRIC)

ABBREVIATION: FLP-100Y-WA (NFA & METRIC)

DEFINITION:

"Flood Plain 100 Yr W/Wave Acres" (NFA & Metric) is the number of acres on a Class 1 Property Record affected by a flood, including the effects of wave action, that is equaled or exceeded once in 100 years, on the average.

SOURCES OF DATA:

1. EFD Real Estate land records.

INSTRUCTIONS

1. ***NEW RECORDS:***

- a. Enter data derived from SOURCE.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections.

CHECKS: ***MAX. LENGTH:*** 10 ***ALPHA/NUMERIC:*** NUMERIC

1. The first 8 positions indicate whole numbers and the last 2 positions indicate hundredths (decimals).

NFADB DATA ELEMENT NO. 903

NAME: FLOOD PLAIN 100 YR W/O WAVE ACRES

ABBREVIATION: FLP-100Y

DEFINITION:

"Flood Plain 100 Yr W/O Wave Acres" is the number of acres on a Class 1 Property Record affected by a flood, including the effects of wave action that is equaled or exceeded once in 100 years, on the average.

SOURCES OF DATA:

1. EFD Real Estate land records.

INSTRUCTIONS

1. ***NEW RECORDS:***

- a. Enter data derived from SOURCE.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections.

CHECKS: ***MAX. LENGTH:*** 10 ***ALPHA/NUMERIC:*** NUMERIC

1. The first 8 positions indicate whole numbers and the last 2 positions indicate hundredths (decimals).

NFADB DATA ELEMENT NO. 904

NAME: FLOOD PLAIN 500 YR W/WAVE ACRES (NFA & METRIC)

ABBREVIATION: FLP-500Y-WA (NFA & METRIC)

DEFINITION:

"Flood Plain 500 Yr W/Wave Acres" is(NFA & Metric) the number of acres on a Class 1 Property Record affected by a flood, including the effects of wave action, that is equaled or exceeded once in 500 years, on the average.

SOURCES OF DATA:

1. EFD Real Estate land records.

INSTRUCTIONS

1. ***NEW RECORDS:***
 - a. Enter data derived from SOURCE.
2. ***CHANGES:***
 - a. No changes are necessary except to make corrections.

CHECKS: ***MAX. LENGTH:*** 10 ***ALPHA/NUMERIC:*** NUMERIC

1. The first 8 positions indicate whole numbers and the last 2 positions indicate hundredths (decimals).

NFADB DATA ELEMENT NO. 905

NAME: FLOOD PLAIN 500 YR W/O WAVE ACRES (NFA & METRIC)

ABBREVIATION: FLP-500Y (NFA & METRIC)

DEFINITION:

"Flood Plain 500 Yr W/O Wave Acres" (NFA & Metric) is the number of acres on a Class 1 Property Record affected by a flood, excluding the effects of wave action, that is equaled or exceeded once in 500 years, on the average.

SOURCES OF DATA:

1. EFD Real Estate land records.

INSTRUCTIONS

1. ***NEW RECORDS:***

- a. Enter data derived from SOURCE.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections.

CHECKS: ***MAX. LENGTH:*** 10 ***ALPHA/NUMERIC:*** NUMERIC

1. The first 8 positions indicate whole numbers and the last 2 positions indicate hundredths (decimals).

NFADB DATA ELEMENT NO. 906

NAME: CONTAMINATED SITES POTENTIAL ACRES (NFA & METRIC)

ABBREVIATION: CSPT-ACE (NFA & Metric)

DEFINITION:

"Contaminated Sites Potential Acres" (NFA & Metric) are the number of acres described on a Class 1 Property Record that are potentially contaminated as identified in the installation restoration study, the underground storage tanks program, and other environmental programs. Includes disposal areas, storage areas, ordnance sites, unlined disposal pits, burn areas, inert sites, spill areas, underground storage tanks, non-transient water, above ground tanks, lined disposal pits, and other sites such as radiological waste disposal, contaminated sediments, and pipelines.

SOURCES OF DATA:

1. EFD Code (24) contaminated land reports.

INSTRUCTIONS

1. ***NEW RECORDS:***

- a. Enter data from SOURCE above.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections.

CHECKS: ***MAX. LENGTH:*** 6 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. The first 8 positions indicate whole numbers and last 2 positions indicate hundredths (decimals).

NFADB DATA ELEMENT NO. 907

NAME: CONTAMINATED SITES CONFIRMED ACRE(S) (NFA & METRIC)

ABBREVIATION: CSCN-ACE (NFA & METRIC)

DEFINITION:

"Contaminated Sites Confirmed Acre(s)" (NFA & Metric) are the number of acres on a Class 1 Property Record which are confirmed as contaminated sites. This includes the same type of sites as contaminated sites potential acres.

SOURCES OF DATA:

1. EFD Real Estate contaminated land reports.

INSTRUCTIONS

1. **NEW RECORDS:**

- a. Data is derived from SOURCE.

2. **CHANGES:**

- a. No changes are necessary except to make corrections.

CHECKS: **MAX. LENGTH:** 10 **ALPHA/NUMERIC:** NUMERIC

1. First 8 positions indicate whole numbers and last 2 positions indicate hundredths (decimals).

NFADB DATA ELEMENT NO. 908

NAME: MINERAL INTERESTS

ABBREVIATION: PTY-MI-FED-OWN

DEFINITION:

"Mineral Interests" indicates whether or not mineral interests are vested in the United States of America for property on a Class 1 Property Record.

SOURCES OF DATA:

1. EFD Real Estate land reports.

INSTRUCTIONS

1. ***NEW RECORDS:***
 - a. Data is derived from SOURCE.
2. ***CHANGES:***
 - a. No changes are necessary except to make corrections.

CHECKS: None ***MAX. LENGTH:*** 1 ***ALPHA/NUMERIC:*** ALPHA

NFADB DATA ELEMENT NO. 909

NAME: LEGISLATIVE JURISDICTION

ABBREVIATION: PTY-LJ

DEFINITION:

"Legislative Jurisdiction" is a code indicating the type of authority of the State and the Federal Government, or the mix of types of authority , over the area described on a Class 1 Property Record. Types are:

Exclusive - The Federal Government possesses, by whatever method acquired, all of the authority of the state, and in which the state concerned has not reserved to itself the right to exercise any of the authority concurrently with the United States except the right to serve civil or criminal process in the area for activities which occurred outside the area.

Concurrent - In granting to the United States authority which would other wise amount to exclusive legislative jurisdiction over an area, the state reserved to itself the right to exercise, concurrently with the United States, all of the same authority.

The United States has granted The Federal Government partial - for exercise over an area in a state certain of the state's authority, but where the state concerned has reserved the right to exercise, by itself or concurrently with the United States, other authority constituting more than merely the right to serve civil or criminal process in the area as for example, the right to tax private property.

Proprietary Interest - The Federal Government has acquired some right or title to an area in a state but has not obtained any measure of the state's authority over the area.

Where the property described on a Class 1 Property Record includes a mix of these types of legislative jurisdiction, the codes for each of the individual types that applies will be entered in series. (Acceptable Values: CN - Concurrent Legislative Jurisdiction; EX - Exclusive Legislative Jurisdiction; PA - Partial Legislative Jurisdiction; PI - Proprietary Interest

SOURCES OF DATA:

1. EFD Real Estate land reports.

NFADB DATA ELEMENT NO. 909

(Continuation of page 909)

INSTRUCTIONS

1. ***NEW RECORDS:***

- a. Data is derived from SOURCE.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections.

CHECKS: ***MAX LENGTH:*** 8 ***ALPHA/NUMERIC:*** ALPHA

- 1. May contain any combination of codes without duplication.

NFADB DATA ELEMENT NO. 910

NAME: REAL ESTATE SUMMARY MAP NUMBER

ABBREVIATION: RESM-NUM

DEFINITION:

"Real Estate Summary Map Number" is the NAVFAC drawing number of the real estate Summary Map (RESM) which portrays the property described on the Class 1 Property Record. When the RESM occupies multiple drawing sheets, the number of the first sheet in the series will be entered.

SOURCES OF DATA:

1. EFD Real Estate land reports.

INSTRUCTIONS

1. ***NEW RECORDS:***

- a. Data is derived from SOURCE.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections.

CHECKS: ***MAX. LENGTH:*** 10 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

NFADB DATA ELEMENT NO. 911

NAME: EXISTING CONDITIONS MAP NUMBER

ABBREVIATION: ECM-NUM

DEFINITION:

"Existing Conditions Map Number" is the NAVFAC drawing number of the Existing Conditions Map (ECM) which portrays the property described on the Class 1 Property Record. When the ECM occupies multiple drawing sheets, the number of the first sheet in the series will be entered.

SOURCES OF DATA:

1. EFD Real Estate land reports.

INSTRUCTIONS

1. ***NEW RECORDS:***

- a. Data is derived from SOURCE.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections.

CHECKS: ***MAX. LENGTH:*** 10 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

NFADB DATA ELEMENT NO. 912

NAME: REAL ESTATE SUMMARY MAP FILE

ABBREVIATION: RESM-FLE

DEFINITION:

"Real Estate Summary Map File" is the file name of the **G**raphics **E**ngineering and **M**apping System (GEMS) phase 1, GEMS **E**ngineering **M**icrocomputer **G**raphics (GEMS/EMG), or GEMS phase 2 file, which contains existing conditions map graphics for the property described on a Class 1 Property Record. For GEMS phase computer vision equipment, this is the full catalog name. For GEMS/EMG, this is typically the MS DOS file name for an AutoCAD drawing file. GEMS phase 2 equipment is to be procured via the facilities engineering award of the Navy cad 2 acquisition. Additional information, such as an archive tape number, may be placed after the file name if separated by a blank. ECM file name may be the same as RESM file name if one file contains both types of information.

SOURCES OF DATA:

1. EFD Real Estate land reports.

INSTRUCTIONS

1. ***NEW RECORDS:***

- a. Data is derived from SOURCE.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections.

CHECKS: None ***MAX. LENGTH:*** 60 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

NFADB DATA ELEMENT NO. 913

NAME: EXISTING CONDITIONS MAP FILE

ABBREVIATION: ECM-FLE

DEFINITION:

"Existing Conditions Map File" is the file name of the **G**raphics **E**ngineering and **M**apping System (GEMS) phase 1, GEMS **E**ngineering **M**icrocomputer **G**raphics (GEMS/EMG), or GEMS phase 2 file, which contains existing conditions map graphics for the property described on a Class 1 Property Record. For GEMS phase computer vision equipment, this is the full catalog name. For GEMS/EMG, this is typically the MS DOS file name for an AutoCAD drawing file. GEMS phase 2 equipment is to be procured via the facilities engineering award of the Navy cad 2 acquisition. Additional information, such as an archive tape number, may be placed after the file name if separated by a blank. ECM file name may be the same as RESM file name if one file contains both types of information.

SOURCES OF DATA:

1. EFD Real Estate land reports.

INSTRUCTIONS

1. ***NEW RECORDS:***

- a. Data is derived from SOURCE.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections.

CHECKS: None ***MAX. LENGTH:*** 60 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

APPENDIX A

ABBREVIATIONS AND DEFINITIONS OF TERMS

A.1 ABBREVIATIONS

ADP	Automated Data Processing
APR	Acquisition Property Record
ARP	Activity Record Printout
BOD	Beneficial Occupancy Date
CBC	Construction Battalion Center
CIP	Capital Improvements Plan
CMC	Commandant of the Marine Corps
CPV	Current Plant Value
DE	Data Element
DEAR	Data Element Analysis Record
DEIS	Defense Energy Information System
DOD	Department of Defense
DR	Disposal Record
EE	Engineering Evaluation
EFD	Engineering Field Division
NITC	NAVFAC Information Technology Center
FPD	Facility Planning Document
FRP	Facilities Requirement Plan
GDM	General Development Map
GSA	General Services Administration
HQMC	Headquarters Marine Corps
IC	Investment Category
MAGIC	Master Activity General Information and Control
MARCORPS	Marine Corps
MCFPPS	Marine Corps Facilities Planning and Programming System

A.1 ABBREVIATIONS (con't)

N/A	Not Applicable
NAVCOMPT	Comptroller of the Navy
NAVFACENGCOMHQ	Naval Facilities Engineering Command Headquarters
NCF	NAVCOMPT Form
NFADB	Navy Facility Assets Data Base
NFADB MS	Navy Facility Assets Data Base Management System
OICC	Officer In Charge of Construction
OPNAV	Office of the Chief of Naval Operations
OR	Outgrant Record
OSD	Office of the Secretary of Defense
PAA	Plant Property Accounting Activity
PR	Property Record
PWC	Public Works Center
RESM	Real Estate Summary Map
RJE	Remote Job Entry
ROICC	Resident Officer In Charge of Construction
RPI	Real Property Inventory
SA	Special Area
SFPS	Shore Facilities Planning System
SIOH	Supervision, Inspection and Overhead
UCD	Usable Completion Date
UEPH	Unaccompanied Enlisted Personnel Housing
UIC	Unit Identification Code
UOPH	Unaccompanied Officer Personnel Housing

+ (DE NO.) The "+" sign is a symbol, used on PRs/ORs/DRs to indicate that the entry for a particular data element has been changed. This symbol is a one-time-only marking to reflect only those changes, which have been made on that edition of, computer-generated PRs/ORs/DRs.

A.2 DEFINITIONS

Acquisition Property Record. (APR) This record is designed to be a facsimile of a standard PR and simplify its use. The APR is used to report every newly acquired facility for entry into the NFADB, whether acquired by purchase, donation, transfer, reassignment, and new construction or found by inventory. A separate APR must be used for each Class 2 facility to be reported and all applicable data elements must be completed

Beneficial Occupancy Date. The date that a contract covering one or more facilities is completed.

Capital Improvement (To An Existing Facility). Construction on an existing facility specifically, the addition, expansion, extension, alteration, or conversion of an existing facility including equipment installed in and made a part of such facilities, and related site preparation, excavation, filling, and landscaping.

Category Code. A code used for classifying various buildings, structures, utilities, and land (see NAVFAC P-72) according to use or type of estate (in the case of land).

Consolidations. A consolidation is an action to correct and dispose of PR(s) previously created for the same facility.

Current Plant Value. A computer generated dollar estimate, which is used as an indicator of replacement cost for a Class 2 facility. This is an estimate of replacing a facility with an identical facility under identical circumstances in the same location but at current labor, material and equipment cost rates.

Disposal Record. The DR is a computer-generated record of a facility that previously had been recorded on a PR. (DRs are not generated until the property has been disposed of by one of the methods shown in DE 602 (Disposal Method)).

Engineering Evaluation of Existing Assets. The Engineering Evaluation is a physical inspection of Class 2 real property and has several purposes: (1) to inspect existing assets to determine which are substandard or deficient in meeting approved facility criteria, (2) to determine if the existing facilities meet the Basic Facilities Requirements, (3) to recommend changes in the current use of facilities in order to achieve the best use to meet military, operational, and functional requirements, and (4) to determine if existing facilities that are currently inadequate can be adapted or rehabilitated to meet other requirements.

Exclusive Use. Possession or control by a single entity. Used primarily in real property to distinguish between temporary interests (ingrants and outgrants) that convey exclusive use, such as a lease, and temporary interests that do not convey exclusive use, such as a license or permit.

Facility. A building, structure, utility, and land which is subject to separate reporting under the Department of Defense Real Property Inventory.

Facility Planning Document (FPD). The complete planning document for an entire facility category as described by a five-digit code in NAVFAC P-72. It includes requirements and assets information, deficient and surplus quantities, proposed planning actions to satisfy deficiencies and eliminate surpluses, and notes describing any facet of the category. (Note: FPDs are used in SFPS)

General Development Map. A map indicating real property assets and overall proposed development for an activity.

GSA Space/Lease. Facilities provided by GSA space allotments or leases are excluded from reporting to the NFADB.

Ingrant. A contract or agreement conveying real property use to the Navy (lease, permit, or license), usually for a specified consideration (rent or other remuneration).

Lease. A lease (usually a contract) is that right of exclusive use or occupancy (usually for a specified term) of real and personal property. A lease differs from a permit or license in that it entails exclusive use and is for a specified term. During its specified term, a lease grants irrevocable use.

License. Similar to a lease except that the right to use (or the occupancy) is not exclusive, may be for a specific term, and may be revoked at any time at the licensor's option.

Master Activity General Information Control database. A data base which contains general functional, command and geographic information about Navy and Marine Corps shore activities, certain units of the operating forces and some non-Navy activities. This database is critical to the proper operation of the NFADB.

Multiple Use Facility. A facility, which supports more than one function and is reportable under multiple category codes.

Outgrant. An outgrant is a contract or agreement conveying the use of real property to someone (either government agency or private concern), usually for a specified consideration (rent or other remuneration). Only outgrants with terms of more than 1 year or outgrants which provide for payment of rent or fees regardless of term are to be included in the NFADB.

Plant Property Accounting Activity. The fiscal office responsible for the function of accounting for an activity's plant property values. A PPA may perform this function for one or more activities.

Property Record. The PR is a computer-generated record showing real property information for specific facility types (land, building, structure, or utility).

Real Property Maintenance Activities. A Department of Defense term used to describe the following management and engineering functions involved in shore facility maintenance and operation:

- (1) Maintenance and repair (functional category M)
- (2) Utilities operations (functional category N)
- (3) Other engineering support (functional category P)
- (4) Minor construction (functional category R)

Reassignment. An action involving the change in custody and control of real and related personal property from (1) Navy major claimant to a Navy major claimant, (2) Marine Corps activity to a Marine Corps activity, (3) Navy major claimant to Marine Corps activity and (4) Marine Corps activity to a Navy major claimant.

Activity UIC. An activity UIC represents the UIC of the Navy activity to which the real property is assigned; does not connote ownership. Activity UIC for Marine Corps activities denotes ownership.

Shore Facilities Planning System. A system that provides the procedures necessary to determine the facility requirements of individual activities of the Navy shore establishment, evaluates the adequacy of existing real property to satisfy these requirements, translates facility deficiencies into requirements for construction, and recommends alternative use or disposal of facilities which are underutilized or excess to an activity.

Special Area. A geographic area that may be remote, contiguous to, or located within the activity and is identified for functional, operational or administrative reasons.

Transaction Ledger. The NFADB transaction ledger is a computer-generated report showing all cost changes to property records made over a month's period of time. The ledger is generated monthly by NITC for each activity whose property records have undergone cost changes during the previous month. The ledger will accompany the monthly distribution of new PRs, ORs and DRs.

Transfer. A real estate action involving the change in custody and control of real and related personal property to/from the Department of the Navy from/to another military department, the Coast Guard, or other Federal, State, or local governments.

Utility System. A central utility service consists of electricity, heat, and steam, water purification and distribution, and telephone distribution lines. Each utility system is reported on a separate PR.

APPENDIX B

REPORTING CONSTRUCTION PROJECT COST DATA TO THE NFADB

The following definitions and examples are provided to assist you in reporting construction project cost data to the NFADB.

B.1 DEFINITIONS

- a. **Alterations** - The work required to adjust interior arrangements or other physical characteristics of an existing real property facility so that it may be more effectively adapted to or utilized for its designated purpose. Alteration is classified as construction. **Conversions, additions, expansions and extensions are not alterations.**
- b. **Addition, Expansion, or Extension** - Each constitutes a physical increase to a real property facility. As a general rule, if the dimensions used to record the facility in the inventory are increased, then an addition, expansion, or extension has occurred. Modernization that increases production capability; enlarges, extends, or expands primary distribution systems; or provides services for a new purpose is construction.
- c. **Capital Improvement** - Increase in functional usefulness, productivity, useful life, capacity, or similar values as a result of additions, conversions, alterations, rehabs, or replacements. It also includes equipment installed in and made a part of the facility, related site preparation, excavation, filling and landscaping.
- d. **Construction** -Construction is the erection, installation, or assembly of a new real property facility; or the addition, expansion, extension, alteration, conversion, or replacement of an existing real property facility; or the relocation of a real property facility. Construction projects include the demolition of facilities to be replaced, supporting utilities, roads, parking lots, equipment installed in and made a part of such facilities, related site preparation, excavation, filling and landscaping, or other land improvements incident to the project.(OPNAVINST 11010.20F)
- e. **Conversion** -Conversion is a major structural revision of a real property facility, which changes its original functional purpose resulting in a change to the facility's current three-digit category code (DODINST 4165.3 and NAVFAC P-72). Repair or maintenance may be funded as a non-construction cost when included in a conversion project.
- f. **Replacement** -Replacement is a complete reconstruction of a real property facility destroyed or damaged beyond economical repair. A construction project for complete replacement must include the cost of demolition of the replaced facility. Replacement or a major reconstruction, such as the removal of a deteriorated building and existing foundation, are construction and not repair, except for utility plant buildings that are part of the utility system.

g. **Repair** - Is the return of a real property facility to such condition that it may be effectively utilized for its designated purposes, by overhaul, reconstruction, or replacement of constituent parts or materials which are damaged or deteriorated to the point where they cannot be economically maintained. (per OPNAVINST 11010.20F)

B.2 EXAMPLES

B.2.1 Examples of items which are required to be reported to the NFADB:

NOTE; Specific guidance is provided by NAVCOMPT Volume 3, Chapter 6, par 036107.

- a. Removal, relocation or destruction of buildings or structures to enable new construction.
- b. Surveying, architectural and engineering fees, site preparation, excavation, filling, landscaping, erosion control, or other land improvement specifically associated with constructions.
- c. Betterments, conversions, replacements (provided the replacement results in increased area, capacity, etc.) or improvements to existing facilities.
- d. Replacement of individual space heaters with a central heating system serving only the building or structure in which installed.
- e. Installation of a fluorescent lighting system to replace a serviceable incandescent system to obtain improved lighting.
- f. Application of brick veneer to a frame structure with wood siding to improve durability.
- g. Hard surfacing a gravel or dirt road.
- h. Increasing the length or width of piers or runways, or increasing the length, width, or height of a facility.
- i. The initial installation of a fire protection system in an existing facility.
- j. Constructing a fire escape on a building.
- k. Installation of equipment when it requires an alteration to a building or structure.
- 1. Relocatable facilities approved by CNO as real property in accordance with OPNAVINST 11010.33 (latest edition).

B-2 (con't)

B.2.2 Examples of items which are not to be reported to the NFADB:

- a. Work constituting maintenance, repair, or rearrangement, other than conversion, i.e., replacement with substantially in kind materials.
- b. Moving partitions within buildings and structures.
- c. Rearranging or relocating equipment or utilities within buildings or structures.
- d. Installing occasional electrical outlets, supply counters, and time clock panels.
- e. Replacement of such items as furnaces, water heaters, or communications systems when the replacement does not result in greater capacity.
- f. Leased relocatable buildings and trailers.